

DEPARTMENT OF PUBLIC WORKS

VISION / MISSION

Our vision is that the quality of our services will be so great that the Department of Public Works will be the highest rated department in West Hartford and one of the reasons people and businesses locate here.

Our mission is to make West Hartford the safest and most attractive community in Connecticut. The Department of Public Works is a highly trained, flexible and responsive organization dedicated to responding effectively to the challenges of changing conditions including weather, governmental regulations, customer demands and uncontrollable economic conditions. We are responsible for the maintenance and repair of Town: roads, storm water systems, grounds, athletic fields and playgrounds, trees, sidewalks, parking lots, vehicles and equipment, signs and signals, municipal parking, bus shelters, street lights, and Trout Brook channel maintenance, as well as snow and ice control of roads. We administer the following contracted services: refuse/recycling collection and disposal, leaf collection, and yard waste composting.

BUDGET SUMMARY						
DEPARTMENT OF PUBLIC WORKS						
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Estimated</u>	<u>Adopted</u>	<u>Percent</u>
<u>Expenditures:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>6 Months</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>
Wages & Salaries	\$3,482,303	\$3,686,652	\$1,709,622	\$3,675,365	\$3,868,565	4.9%
Operating Expense	6,917,488	6,977,052	2,377,661	6,672,214	6,685,924	-4.2%
Equipment	15,952	8,000	1,393	7,000		-100.0%
Social Security	309,521	343,742	121,145	343,258	358,722	4.4%
TOTAL	\$10,725,264	\$11,015,446	\$4,209,821	\$10,697,837	\$10,913,211	-0.9%
<u>Revenues:</u>						
Intergovernmental	\$465,593	\$338,547	\$169,461	\$338,922	\$338,922	0.1%
Licenses & Permits	85,935	96,750	50,764	101,150	126,250	30.5%
Charges for Services	117,817	123,724	30,521	106,100	106,949	-13.6%
Miscellaneous Revenue	523,282	598,555	9,944	603,465	578,945	-3.3%
TOTAL	\$1,192,627	\$1,157,576	\$260,690	\$1,149,637	\$1,151,066	-0.6%

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
<u>Full-Time Positions:</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
General Fund	46.7	46.7	46.7	46.7	46.7
Parking Lot Fund	10.3	10.3	10.3	10.3	10.3
Cemetery Fund	1.0	1.0	1.0	1.0	1.0
TOTAL	58.0	58.0	58.0	58.0	58.0

BUDGET & PROGRAM HIGHLIGHTS

Overall, the Department of Public Works' budget has decreased \$102,235 or 0.9% for fiscal year 2013. Wages and salaries increase \$181,913, or 4.9%, due to contractual cost-of-living and merit increases. Operating expense decreases \$291,128, or 4.2%, for fiscal year 2013. The reduction in operating expenses is primarily attributed to two major changes. First, a change in the bulky waste collection contract such that the Town pays a cost per actual pick-up made by the vendor, instead of a per household rate, has generated a \$176,650 savings. Second, as of November 1, 2012 the Town's contract with CRRA for solid waste disposal services expires. With a new contract, a \$150,000 reduction to the solid waste disposal appropriation is expected. These savings are partially offset by increases in diesel fuel and gasoline costs (\$34,000). The social security increase results from the change in wages and salaries.

ANNUAL BUDGET 2012-2013

COST CENTER: PUBLIC WORKS MANAGEMENT DIVISION

SUMMARY OF REVENUES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Highway Town Aid Grant	\$338,642	\$338,547	\$169,461	\$338,922	\$338,922	0.1%
Miscellaneous Revenue	2,005		75	150		
Transfer In – Parking Lot Fund		130,000		130,000		-100.0%
Transfer In – LoCIP	<u>459,555</u>	<u>459,555</u>	<u> </u>	<u>459,555</u>	<u>459,555</u>	
TOTAL	\$800,202	\$928,102	\$169,536	\$928,627	\$798,477	-14.0%

SUMMARY OF EXPENDITURES

	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$240,113	\$235,856	\$119,637	\$247,322	\$275,131	16.7%
Temporary Payroll	50,076	57,497	19,678	51,000	58,647	2.0%
Overtime	2,796	4,048	1,277	3,006	4,210	4.0%
Education Premium Pay	708	780	298	780	780	
Office Expense	4,178	9,800	3,558	7,491	10,281	4.9%
Dues and Travel	80	360	1,346	360	360	
Training	6,870	7,000	9,485	12,500	7,000	
Professional Services	5,354	5,000	2,100	4,460	5,000	
Printing/Binding	42	1,000	630	1,000	1,000	
Meals	11,796	11,400	10,800	10,800	11,400	
Uniforms & Laundry	26,654	34,213	23,997	30,180	34,213	
Telecommunications	16,128	23,500	6,415	16,300	18,000	-23.4%
Land Lease	35,000	32,000		35,000	35,000	9.4%
Social Security	<u>20,468</u>	<u>22,718</u>	<u>9,528</u>	<u>22,336</u>	<u>25,655</u>	12.9%
TOTAL	\$420,263	\$445,172	\$208,749	\$442,535	\$486,677	9.3%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Director of Public Works	0.9	0.9	0.9	0.9	1
Management Analyst	0.9	0.9	0.9	0.9	1
Administrative Assistant	<u>0.9</u>	<u>0.9</u>	<u>0.9</u>	<u>0.9</u>	<u>1</u>
TOTAL	2.7	2.7	2.7	2.7	3

PUBLIC WORKS MANAGEMENT DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Public Works Administration activity is staffed with three full-time positions. In prior fiscal years these positions were allocated 90% to the General Fund and 10% to the Parking Lot Fund. Effective July 1, 2012 these positions will be funded 100% by the General Fund. Accordingly, the appropriation is increased 16.7% and reflects cost-of-living increases and deferred compensation matching for employees.

Temporary Payroll: This appropriation provides clerical staffing for the front office, data input and management for the DPW vehicle management software, and emergency clerical support, as well as an employee who provides support for Streets, Traffic Safety and Fleet Maintenance Divisions when needed.

Overtime: The appropriation is used for staffing the department's Saturday small metal, household hazardous waste and electronics collections and for telephone coverage during snow-fighting operations and reflects a cost-of-living increase.

Education Premium Pay: The appropriation (\$780) reflects a contractual monthly payment to a full-time clerical office staff person with a 4-year college degree.

Office Expense: This appropriation is for paper, postage and office supplies. The increase is primarily attributed to a transfer of office expenses from the Traffic Safety Division (\$380) to the Management Division. A corresponding reduction can be seen in the Traffic Safety Division under Office Expense.

Dues & Travel: This appropriation covers the annual dues for the American Public Works Association which provides useful information on activities, programs and innovations of public works departments throughout the country.

Training: This appropriation funds training offered for the University of CT sponsored Road Master/Road Scholar program and annual certifications directly related to on-the-job work tasks.

Professional Services: This appropriation reflects participation in the CDL-drivers drug and alcohol testing program and annual storm water testing costs.

Printing/Binding: This appropriation reflects the printing costs for forms, information materials and reprints of the DPW's Recycling Guidelines.

Meals: This appropriation reflects the annual contractual meal allowance paid for the 38 eligible full-time employees in the Public Works Department.

Uniforms & Laundry: This appropriation is a departmental account for the laundering, repair and replacement of uniform pants and shirts provided to the unionized full-time staff by contract. It also reflects the annual contract cost for the purchase of work safety shoes.

Telecommunications: This appropriation reflects the operating costs for both desktop telephone service and cellular telephone services. It reflects a decrease of \$5,500 or 23.4% based upon actual usage. Cellular telephone costs remain consistent with the prior year.

Land Lease: The department is leasing land at a cost of \$35,000 per annum for storing materials. Prior to execution of a lease, the land was used at no cost. The new lease payment is being used to reduce back taxes on the property.

Social Security: This appropriation is for required federal payments based on actual wages paid.

COST CENTER: CONTRACTUAL SERVICES DIVISION

SUMMARY OF REVENUES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Bulky Waste/Recycling Permits	\$82,985	\$90,000	\$50,714	\$101,000	\$119,500	32.8%
Refuse Hauling Licenses	1,050	6,750			6,750	
Metal Recycling	11,827	13,000	4,468	11,000	11,000	-15.4%
Recycling Rebate	30,015				96,390	
Rental of Facilities	21,600	21,600	10,800	21,600	21,600	
Additional Refuse Barrel	46,603	67,500		40,151	41,000	-39.3%
Revenue Cost Sharing	10,129	7,000	6,742	13,110	12,800	82.9%
Miscellaneous					<u>10,000</u>	
TOTAL	\$204,209	\$205,850	\$72,724	\$186,861	\$319,040	55.0%

SUMMARY OF EXPENDITURES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$94,806	\$98,603	\$45,899	\$98,704	\$102,576	4.0%
Temporary Payroll	12,608	15,909	6,675	14,867	16,197	1.8%
Overtime	7,565	25,551	3,093	3,093	10,400	-59.3%
Office Expense	1,672	275		200	2,700	881.8%
Dues and Travel	1,375	1,125	2,377	2,377	2,800	148.9%
Training	825	2,500			2,500	
Advertising	4,272	7,275	3,394	5,338	9,775	34.4%
Professional Services	11,587	12,950	10,568	14,548	12,950	
Contractual Services	3,347,960	3,447,100	1,311,328	3,170,187	3,256,406	-5.5%
Solid Waste Disposal	1,555,849	1,642,750	467,886	1,580,126	1,501,723	-8.6%
Printing/Binding	105	300	50	50	300	
Office Equipment	1,270	5,500	2,802	4,217	5,000	-9.1%
Vehicles & Equipment Expense	7,194	12,000		9,152	10,500	-12.5%
Maintenance & Repairs	132	300				-100.0%
Rental/Leases	39,535	36,000	27,000	27,000	33,000	-8.3%
Social Security	<u>7,710</u>	<u>10,628</u>	<u>3,690</u>	<u>8,970</u>	<u>9,882</u>	-7.0%
TOTAL	\$5,094,465	\$5,318,766	\$1,884,762	\$4,938,829	\$4,976,709	-6.4%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Public Works Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1	1	1

CONTRACTUAL SERVICES DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Environmental Services program activity is staffed with one full-time position. The budget reflects a contractual cost-of-living increase in accordance with the union contract. The regular payroll cost is allocated among the division's three programs, 20% to the Leaf Collection program; 40% to the Refuse Collection program and 40% to the Recycling Collection program.

Temporary Payroll: The appropriation reflects an increase of \$288 or 1.8%.

Overtime: The decrease in this appropriation (\$15,151 or 59.3%) is driven by the bagged leaf collection program. Overtime for this program is budgeted for peak collection periods as well as crews on the Veterans holiday and the Saturday after Thanksgiving. Based upon experience with the bagged leaf collection program and the actual usage of overtime, this appropriation has been significantly reduced.

Office Expense: The requested appropriation reflects printing costs of skip tags for use at locations where bags are presented improperly and reflects an increase of \$2,425 (881.8%) for residential recycling permits, which will be completely offset by revenue from the recycling center permit program.

Dues and Travel: This request (\$2,800) reflects the annual license renewal with the State Department of Environmental Protection for the operation of the Recycling Center located at 25 Brixton Street.

Training: This appropriation reflects the cost associated with training the seasonal part-time leaf collection staff in safety procedures, including the operation of the rear controls of the refuse packers, work guidelines and confined space regulations.

Advertising: This appropriation funds advertising costs for the leaf collection program, announcements of special collections for electronics, small metal and household hazardous waste and any other special collections that might be instituted as a result of heavy rain, ice storms, high winds or flooding. The increase relates to implementation of a residential recycling permit program.

Professional Services: This budget reflects the costs for quarterly well testing at the Albany Avenue leaf site and annual storm water testing at the Recycling Center. These tests and copies of the results are required by the State Department of Environmental Protection.

Contractual Services: This appropriation reflects a decrease over fiscal year 2012. A \$175,650 savings is attributed to a change in the Town's bulky waste contract. Rather than pay per household the Town is now able to pay for actual pick-up made. In addition, the appropriation is reduced \$15,044 based on leaf services actual experience.

Solid Waste Disposal: The appropriation reflects a decrease of 8.6% (\$141,027) from fiscal year 2012. As of November 1, 2012 the Town will have a new contract for solid waste disposal services, which is expected to result in savings of 8.6%.

Printing/Binding: The requested appropriation (\$300) reflects the costs of die cutting services for printed leaf collection skip tags so that they may be hung on the door knob of residences where they are issued.

Office Equipment: This appropriation covers barrel replacement for the refuse collection program, protective equipment for seasonal help working the leaf collection program (including items such as safety vests and glasses, gloves, hats, ponchos and ear protection), and other equipment like rakes, spray paint, etc.

Vehicles & Equipment: The appropriation for gasoline and vehicle maintenance. Vehicle maintenance is increased by \$500, but this is offset by a savings of \$2,000 due to reduced usage of contractual vehicles.

Maintenance & Repairs: This appropriation funded the cost of food and beverages for the volunteers working at the Town's annual Household Hazardous Waste collection day and has been eliminated.

Rentals/Leases: The appropriation reflects the leaf collection program vehicle rental cost for four (4) packer truck rentals, two for five weeks and two for seven weeks. This appropriation is reduced \$3,000 based on actual experience.

Social Security: This appropriation is for required federal payments based on actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	<u>Actual FY 2007</u>	<u>Actual FY 2008</u>	<u>Actual FY 2009</u>	<u>Actual FY 2010</u>	<u>Actual FY 2011</u>
Volume of leaves collected (cubic yards)	47,947	39,178	41,924	19,270	14,872
Number of bags collected	61,719	80,430	66,628	242,262	194,946

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	<u>Actual FY 2007</u>	<u>Actual FY 2008</u>	<u>Actual FY 2009</u>	<u>Actual FY 2010</u>	<u>Actual FY 2011</u>
Tons of Waste Recycled	6,390	6,549	6,066	5,996	7,228
Percent of Total Waste Recycled	21.0%	22.0%	21.3%	21.3%	26.5%
Tons of Refuse Collected	24,023	23,206	22,418	22,133	20,253

COST CENTER: STREET MAINTENANCE DIVISION

SUMMARY OF REVENUES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
FEMA	\$126,951	\$	\$	\$	\$	
Miscellaneous Revenue	<u>1,426</u>	<u>2,964</u>	<u>566</u>	<u>2,964</u>	<u>2,964</u>	
TOTAL	\$128,377	\$2,964	\$ 566	\$2,964	\$2,964	

SUMMARY OF EXPENDITURES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$715,577	\$780,033	\$351,270	\$774,276	\$815,583	4.6%
Temporary Payroll	19,600	28,606	16,089	29,829	29,178	2.0%
Overtime	308,760	255,059	143,997	257,874	268,262	5.2%
Office Expense	62					
Dues and Travel	351		637	637		
Contractual Services	265,312	147,935		145,000	151,935	2.7%
Minor Equipment	837	2,000	3,584	5,920	10,000	400.0%
Uniforms & Laundry	1,028	3,000	1,095	2,500	3,000	
Building Maintenance	4,465	2,381	1,054	2,381	2,381	
Vehicles & Equipment Expense	177	1,000		1,000		-100.0%
Operating Expense - Miscellaneous	1,137	1,560	138	1,560		-100.0%
Maintenance & Repairs	14,512	7,000	815	7,125	9,560	36.6%
Snow Removal Supplies	421,919	313,615		313,615	313,615	
Street Maintenance	74,874	98,138	63,030	105,056	98,358	0.2%
Sidewalk Maintenance	1,984	4,540	468	4,000	4,540	
Miscellaneous Supplies	7,564	8,000	2,778	7,000		-100.0%
Rental/Leases	74	5,000	590	4,650	5,650	13.0%
Operating Equipment		8,000	1,393	7,000		-100.0%
Social Security	<u>69,592</u>	<u>81,100</u>	<u>35,574</u>	<u>81,237</u>	<u>84,917</u>	4.7%
TOTAL	\$1,907,825	\$1,746,967	\$622,512	\$1,750,660	\$1,796,979	2.9%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Public Works Manager	1	1	1	1	1
Crew Leader Streets Division	4	4	4	4	4
Equipment Operator	6	6	6	6	6
Mason	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	13	13	13	13	13

STREET MAINTENANCE DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Street Maintenance operation is staffed with 13 full-time positions. The appropriation reflects contractual cost-of-living and merit increases, offset by the filling of a vacant position at the beginning of the pay range. Payroll is allocated among four Street Maintenance programs as follows: Street Maintenance and Repair (50%); Snow and Ice Control (25%); Street Sweeping (15%) and Storm Sewer Repair and Maintenance (10%).

Temporary Payroll: This appropriation is for labor to perform pothole patching and for summer help. This appropriation is adjusted for cost-of-living increases and anticipated workflow.

Overtime: This appropriation reflects contractual cost-of-living increase and is used for emergency and planned road maintenance, snow fighting and storm sewer work after normal working hours.

Contractual Services: This appropriation funds the services of snow removal contractors used to plow snow from Town streets and reflects a cost-of-living increase. Currently the DPW utilizes up to fifteen contractors during a plowing operation. This appropriation also funds private duty officers required for street and storm sewer repair projects on high traffic streets.

Minor Equipment: This appropriation represents minor equipment purchases for the street maintenance program, such as mark out paint, cones and caution tape. This appropriation includes \$7,000 which was previously carried under Miscellaneous Supplies.

Uniforms & Laundry: This appropriation represents the costs for safety equipment used in the Streets operations including ear plugs, safety glasses, goggles, hard hats, safety vests and gloves used by the full-time and part-time staff in the field.

Building Maintenance: This budget funds the annual purchase of ice melt used at Town facilities.

Vehicles & Equipment Expense: This appropriation reflects the cost for new or replacement equipment for Street Maintenance and Repair Division vehicles and has been collapsed into the Maintenance & Repairs appropriation.

Operating Expense: This request represents the annual lease cost for one storage trailer on site for secure equipment storage such as shovels, rakes, tampers and paving equipment and has been collapsed into the Maintenance & Repairs appropriation.

Maintenance & Repairs: This line item reflects costs for snowplow damage repairs (seed and topsoil), tools, and replacement saw blades. This appropriation includes those costs which were previously included under Vehicle & Equipment Expense and Operating Expense.

Snow Removal Supplies: The appropriation reflects the estimated cost for treatment operations for 15 snow events annually, utilizing the Clearlane product. Clearlane is a superior pre-treatment product and saves the department significant labor and equipment costs in time spent street sweeping, cleaning catch basins and in the cleaning of storm water lines, ponds and streams where sand normally collects.

Street Maintenance: This appropriation reflects the cost for bituminous materials for paving and patching roads, crushed stone for road base as well as pipe, pre-cast basins, basin tops, cement, sand and basin brick and block for the maintenance and repair of the storm water collection system.

Sidewalk Maintenance: This appropriation is for emergency sidewalk repair costs.

Miscellaneous Supplies: In fiscal year 2012 this appropriation was used to purchase two replacement cement mixers. In fiscal year 2013 this appropriation has been consolidated into Office Equipment for ease of administration.

Rental/Leases: This appropriation had funded the short-term lease of a large loader for four months during the snow fighting season. The department is now using its own equipment for plowing and snow hauling operations. Included in the street maintenance division is the rental/lease of equipment that may be needed on a short-term basis for street maintenance (for example a roller, paving box, bulldozer, excavator or grader). The appropriation also includes the annual cost for monthly basic cable service for monitoring weather forecasts and emergencies.

Social Security: This appropriation is for required federal payments based on actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	<u>Actual FY 2007</u>	<u>Actual FY 2008</u>	<u>Actual FY 2009</u>	<u>Actual FY 2010</u>	<u>Actual FY 2011</u>
Number of sanding & plowing operations	9	15	16	11	17
Percent of snowstorms cleared within 8 hours	100%	93%	94%	100%	94%

COST CENTER: FLEET MAINTENANCE DIVISION

SUMMARY OF EXPENDITURES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$441,339	\$494,111	\$225,873	\$495,774	\$520,001	5.2%
Temporary Payroll	21,627	24,606	5,289	20,000	25,098	2.0%
Overtime	16,026	31,658	5,915	31,683	31,658	
Office Expense	748					
Contractual Services	2,705	4,460	366	4,460	4,460	
Solid Waste Disposal		5,000		5,000	5,000	
Information Technology	2,123	2,146	2,123	2,146	2,146	
Vehicles & Equipment Expense	385,334	337,115	159,063	400,142	373,115	10.7%
Maintenance & Repairs	72,808	55,085	21,403	54,985	55,085	
Social Security	<u>37,196</u>	<u>41,869</u>	<u>17,335</u>	<u>41,880</u>	<u>44,122</u>	5.4%
TOTAL	\$979,906	\$996,050	\$437,367	\$1,056,070	\$1,060,685	6.5%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Public Works Manager	1	1	1	1	1
Mechanic	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
TOTAL	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>	<u>7</u>

FLEET MAINTENANCE DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Fleet Maintenance activity is staffed with seven full-time positions, one Manager and six Mechanics. The budget reflects contractual cost-of-living and merit increases and deferred compensation matching payments.

Temporary Payroll: This appropriation (\$25,098) reflects the cost for three part-time positions. A shop detail person (900 hours) is responsible for keeping the shop and shop floor clean, shuffling cars between the DPW and other Town facilities as needed and picking up parts. A part-time welder (650 hours) is utilized heavily during snow season to repair and maintain snow fighting equipment. This allows the mechanics to focus on maintaining and repairing public safety vehicles and equipment. A clerical position (215 hours) maintains the vehicle inventory report and provides administrative support to the division.

Overtime: This appropriation is used primarily to catch up on preventative vehicle maintenance deferred during the snow season when all or part of the workforce is participating in snow-fighting operations. It is also used to respond to emergency repairs when public safety vehicles breakdown outside of normal working hours.

Contractual Services: This appropriation reflects the costs for contractual disposal of waste oil, oil filters and oil soaked rags as required by the State Department of Environmental Protection.

Solid Waste Disposal: This appropriation reflects the costs associated with the disposal of tires from Town vehicles.

Information Technology: This appropriation reflects the annual software maintenance support cost for the division's fleet maintenance software program (DPSI).

Vehicles & Equipment Expense: This appropriation reflects the parts and equipment used to repair and maintain the Public Works current vehicle fleet of 140 vehicles and 50 plows and 35 sanders. The appropriation also includes gas, motor oil and fuel used to operate and service most of the Town fleet, with the exception of Police and Fire. The increase (\$36,000) for fiscal year 2012 reflects increased gasoline costs.

Maintenance & Repairs: This appropriation funds shop supplies, tools and equipment. It also reflects the costs to repair and maintain shop equipment used for tire mounting, brake drum and rotor repair, vehicle lifts, cranes and compressors.

Social Security: This appropriation is for required federal payments based on actual wages paid.

ANNUAL BUDGET 2012-2013

COST CENTER: TRAFFIC SAFETY CONTROL DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$33,105	\$13,160	\$12,467	\$23,555	\$23,085	75.4%
Transfer In	<u>20,550</u>					
TOTAL	\$53,655	\$13,160	\$12,467	\$23,555	\$23,085	75.4%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$405,156	\$425,041	\$194,957	\$434,124	\$448,919	5.6%
Temporary Payroll	926	15,681		9,000	15,994	2.0%
Overtime	37,358	32,169	22,893	34,550	34,495	7.2%
Office Expense	506	380				-100.0%
Dues and Travel	240	360		360	360	
Professional Services	24,000	2,400	1,797	2,400	2,472	3.0%
Contractual Services	5,799		2,040	5,000	11,000	
Solid Waste Disposal	391	1,500	66	500	500	-66.7%
Office Equipment	6,751	7,500	586	7,500	7,000	-6.7%
Uniforms & Laundry	2,286	2,400	1,226	1,900	2,900	20.8%
Information Technology	6,754	4,000	1,676	6,000	6,000	50.0%
Telecommunications	1,470	1,200	621	1,700	1,700	41.7%
Building Maintenance	22,345	39,760	7,672	35,560	37,760	-5.0%
Operating Expense - Misc	91	1,000	31	300	500	-50.0%
Maintenance & Repairs	3,024	4,200	405	3,350	4,200	
Street Light Maintenance	43,782	40,795		34,000	37,795	-7.4%
Signal & Light Maintenance	31,909	42,480	49,338	54,000	41,480	-2.4%
Miscellaneous Supplies		330				-100.0%
Rental/Leases		10,000	3,590	6,560	6,560	-34.4%
Social Security	<u>34,719</u>	<u>35,880</u>	<u>16,922</u>	<u>36,203</u>	<u>37,593</u>	4.8%
TOTAL	\$627,507	\$667,076	\$303,820	\$673,007	\$697,228	4.5%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Public Works Manager		1	1	1	1
Signal Systems Technician	1				
Signal Support Technician	1	1	1	1	1
Sign & Mechanical Maintenance Worker	2	2	2	2	2
Streetlight Technician	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	6	6	6	6	6

TRAFFIC SAFETY CONTROL DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The Traffic Safety operation is staffed with six full-time positions. The budget reflects contractual cost-of-living and step increases for unionized positions.

Temporary Payroll: The temporary payroll appropriation funds two positions. One is a detail person who removes signs posted in Town rights of way as well as graffiti and tag sale signs from traffic control signals, streetlight poles and Town traffic signs. This position is also responsible for clearing roadway debris, providing temporary traffic control and placing barricades or cones at hazardous locations so full-time employees can remain on task. The second position is shared with the Street Maintenance operation to support the Sign Division.

Overtime: This item represents call-ins for “after hours” problems with traffic signals, street sign and streetlight knockdowns as well as any after hours work on the Town’s fiber optic network. The budget reflects the contractual cost-of-living increase.

Office Expense: This item includes office supplies for operations. In fiscal year 2013 this appropriation has been consolidated into the Management Division Office Expense appropriation.

Dues and Travel: This appropriation funds six IMSA annual certifications (\$360) that are required by personnel working on traffic signals, streetlights and signs.

Professional Services: This appropriation reflects costs for private police duty for traffic control services during events that require annual maintenance on traffic signals and fiber optic trenching in the street.

Contractual Services: This appropriation funds CL&P charges for reconnecting power on streetlights and other electrical services.

Solid Waste Disposal: This appropriation funds the disposal costs in the street lighting program for all bulbs and other electrical items that cannot otherwise be recycled.

Office Equipment: This budget is for minor equipment costs for such items as tools, parts and equipment for installing and maintaining signals, streetlights, signs and work on the fiber optic network.

Uniforms & Laundry: This appropriation funds safety equipment used in the performance of electrical and sign maintenance operations.

Information Technology: This appropriation includes fiber optic supplies and data processing supplies to support the Town data processing division for needed cabling installations and repairs.

Telecommunications: This item reflects the annual cost to enable the signal maintenance division laptop to communicate with the department’s server in the field.

Building Maintenance: This appropriation reflects specialized maintenance repairs and services on the signal maintenance equipment, speed monitoring devices and streetlights, including contractual services for setting or re-setting poles, building foundations for traffic signal controllers and re-setting and re-stringing fiber optic cable. This appropriation is also used by the Sign Shop as the primary supply account for sign materials, cones and barricades. The Sign Shop is working toward a federally mandated goal of replacing all 4" streets signs, at main intersections for major thoroughfares, with the larger 6" text by the close of fiscal year 2012. The Department has 40 (of 532 in total) remaining replacements to complete prior to the close of the fiscal year.

Operating Expense: This budget is used for the purchase of graffiti remover, decal application fluid and decal remover used by the Sign Shop staff for lettering vehicles and signs.

Maintenance & Repairs: This appropriation reflects costs for tools (\$2,800), replacement portable stop signs (\$500) and miscellaneous equipment (\$900).

Street Light Maintenance: This appropriation reflects costs for on-street streetlight parts and supplies, including: poles, fixtures, photo-sensors, bulbs, wire, and mast arms for the Streetlight Maintenance operation.

Signal & Light Maintenance: This appropriation reflects the costs for traffic signal and electrical maintenance supplies and off-street lighting parts and electrical supplies for the streetlight maintenance division.

Miscellaneous Supplies: This appropriation has been eliminated in fiscal year 2013.

Rental/Leases: This appropriation reflects the annual need for renting portable lifts and contractor assistance to inspect and repair traffic signals.

Social Security: This appropriation is required for federal payments based upon actual wages paid.

COST CENTER: GROUNDS MAINTENANCE DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Miscellaneous Revenue	\$6,184	\$7,500	\$5,327	\$7,560	\$7,500	
TOTAL	\$6,184	\$7,500	\$5,327	\$7,560	\$7,500	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$935,632	\$971,145	\$444,547	\$973,695	\$1,019,988	5.0%
Temporary Payroll	66,533	70,550	37,208	75,550	71,961	2.0%
Overtime	105,097	119,749	65,027	120,238	119,487	-0.2%
Professional Services		1,115		1,115	1,115	
Contractual Services	70,044	88,091	17,012	81,308	82,808	-6.0%
Solid Waste Disposal	28	50				-100.0%
Printing/Binding Services	93					
Office Equipment	30,474	41,550	8,613	44,700	41,550	
Utilities	104,990	144,464	72,233	144,464	155,952	8.0%
Building Maintenance	3,403	11,000	1,827	6,500	6,500	-40.9%
Grounds Maintenance	114,148	109,345	37,239	109,345	109,345	
Maintenance & Repairs	101,868	125,609	29,609	119,989	122,474	-2.5%
Rental/Leases	7,200	7,200	1,200	7,200	7,200	
Operating Equipment	15,952					
Social Security	76,669	88,380	38,096	89,465	93,386	5.7%
Transfer Out	<u>63,167</u>	<u>63,167</u>	<u> </u>	<u>63,167</u>	<u>63,167</u>	
TOTAL	\$1,695,298	\$1,841,415	\$752,611	\$1,836,736	\$1,894,933	2.9%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Public Works Manager	1	1	1	1	1
Crew Leader	3	3	3	3	3
Equipment Mechanic – Grounds	1	1	1	1	1
Tree Trimmer			1	1	1
Grounds Maintainer	8	8	7	7	7
BOE Grounds Foreman	1	1	1	1	1
BOE Grounds Maintainer	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL	17	17	17	17	17

GROUNDS MAINTENANCE DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The grounds division is staffed with 17 full-time positions and maintains the grounds at all Town and Board facilities. The appropriation for fiscal year 2013 reflects contractual cost-of-living increases. Consistent with prior years, 50% of the total Grounds payroll is allocated to the Grounds Maintenance program, 35% to the Park and Athletic Field Maintenance Program and 15% to the Tree Maintenance Program.

Temporary Payroll: The appropriation request for temporary payroll reflects the cost for 6,756 hours of permanent and seasonal part-time help, consistent with fiscal year 2012.

Overtime: Overtime, which is used for peak ball field maintenance periods, spring and fall clean-ups, tree work including emergency call-ins, weekend trash pick up in the parks and for special events such as Celebrate! West Hartford, reflects contractual cost-of-living increases offset by savings in the BOE grounds program based on workflow.

Professional Services: This cost reflects contractually required yearly cholinesterase testing administered to SEIU employees to test for pesticide exposure levels, consistent with the prior year.

Contractual Services: This appropriation reflects the contractor cost to perform channel maintenance and roadside mowing, fence repairs, irrigation repairs and servicing, a tree contractor for supplemental tree work not done by Town tree crews, contracted athletic field maintenance services such as over-seeding and topdressing, and all other contractors performing work for the grounds division including school grounds. The decrease reflects a shift in work costs to in-house division staff.

Office Equipment: This appropriation reflects the purchase of small power equipment used for the mowing and trimming of turf and plants, snow removal equipment for sidewalks and bridges, tree maintenance equipment such as chain saws, ropes and pruning tools, as well as equipment for athletic field line painting, fertilizing and pesticide spraying equipment.

Utilities: This appropriation reflects the cost for electricity, natural gas and water at five Town parks (Beachland, Fern, Eisenhower, Kennedy and Wolcott). The budget is used for lighting the parks, operating the pool facilities, and running athletic field irrigation systems, as well as a lighted tennis court, basketball court and baseball field at Wolcott Park in the summer. The natural gas cost is for heat at the Beachland and Fern park facilities. The increased cost for fiscal year 2013 reflects utility rates, consumption levels, and the amortization of surplus/deficits.

Building Maintenance: This appropriation reflects costs for minor interior and exterior repairs at Town park facilities such as garage door repairs, electrical and plumbing repairs and general carpentry repairs. This has been reduced based upon anticipated needs.

Grounds Maintenance: This budget funds the purchases of annuals, perennials and woody ornamentals, topsoil, mulch, seed, trees, irrigation supplies, supplies used for park bench repairs and trash containers, signs and sign repairs, and all general grounds maintenance needs for parks and grounds at Town buildings.

Maintenance & Repairs: This cost reflects the repair and preventative maintenance of all grounds power equipment not registered and plated. This includes mowing and trimming equipment, leaf and snow removal equipment, tree maintenance equipment, athletic field maintenance equipment and all power hand tools. This cost also reflects the purchase of fertilizers, pesticides, drying agents, ball field mixes and other supplies used for athletic field maintenance at both Town and BOE fields. In addition, it covers line painting material, pitching rubbers and home plates, soccer goals and netting, and all materials used in the set up of athletic fields. Finally, it includes the costs associated with the maintenance and repair of the synthetic athletic fields at both Hall and Conard High Schools.

Rental/Leases: This expense reflects the BOE lease costs for garage space for storage of equipment during off season periods.

Social Security: This appropriation is for required federal payments based on actual wages paid.

Transfer Out: This reflects the cost of benefits paid by the Public Schools for the four Board of Education Grounds Maintainers.

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

PARKING LOT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
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Intergovernmental Revenues	\$ 30,908	\$	\$	\$
Charges for Services	1,295,192	1,410,518	1,455,687	1,452,000
Management Fee – BBS	827,012	1,030,334	1,030,334	982,016
Fines & Forfeitures				200,000
Interest Income	<u>1,357</u>	<u>1,000</u>	<u>1,000</u>	<u>1,000</u>
Total Revenues & Other Resources	\$2,154,469	\$2,441,852	\$2,487,021	\$2,635,016

EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
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Municipal Parking Operations	\$1,283,823	\$1,632,467	\$1,627,701	\$1,473,527
BBS Parking Operations	<u>827,016</u>	<u>1,030,334</u>	<u>1,030,334</u>	<u>982,016</u>
Total Expenditures & Other Uses	\$2,110,839	\$2,662,801	\$2,658,035	\$2,455,543

CHANGE IN FUND BALANCE	\$ 43,630	(\$ 220,949)	(\$ 171,014)	\$ 179,473
BEGINNING BALANCE	\$ 918,503	\$ 962,133	\$ 962,133	\$ 791,119
ENDING BALANCE	\$ 962,133	\$ 741,184	\$ 791,119	\$ 970,592

Fund: Parking Lot Fund
Department: Public Works

PURPOSE

A budgeted fund established on July 1, 1995 to account for revenue and expenditures related to gated off-street parking services in West Hartford center. The scope of the fund has since been expanded to include on-street parking management and Town-center business support activities. The purpose of the fund is to isolate the costs and revenues associated with these operations. These costs include daily operations, equipment and grounds maintenance, and the cost of full-time employees devoted to the lots. The Town leases the land for the lots from private owners. In addition, beginning in fiscal year 2008 the fund provides parking operation services for the West Hartford Center – Special Services District and receives a management fee equal to the cost of said services.

LONG-TERM STRATEGY

The goal of the fund is to cover all operating costs annually and contribute an amount each year to be used as a reserve for capital expenditures. In this way, the General Fund is not required to fund capital purchases related to parking services.

FUND PERFORMANCE

	Five Year History of Operating Results				
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Revenues:</u>					
Intergovernmental	\$	\$	\$	\$	\$ 31,000
Charges for Services	1,095,000	1,404,000	1,125,000	1,223,000	1,295,000
Management Fee		873,000	1,033,000	875,000	827,000
Interest Income	<u>16,000</u>	<u>11,000</u>	<u>4,000</u>		<u>1,000</u>
TOTAL REVENUES	\$1,111,000	\$2,288,000	\$2,162,000	\$2,098,000	\$2,154,000
<u>Expenditures:</u>					
Operational	<u>\$1,157,000</u>	<u>\$1,846,000</u>	<u>\$2,067,000</u>	<u>\$1,987,000</u>	<u>\$2,111,000</u>
TOTAL EXPENDITURES	\$1,157,000	\$1,846,000	\$2,067,000	\$1,987,000	\$2,111,000
OPERATING RESULTS	(\$46,000)	\$442,000	\$ 95,000	\$111,000	\$ 43,000
FUND BALANCE	\$271,000	\$713,000	\$808,000	\$919,000	\$962,000

Fund: Parking Lot Fund
Department: Public Works

REVIEW OF PERFORMANCE

In fiscal year 2008 the fund assumed responsibility for managing and operating the two parking garages in the West Hartford Center – Special Services District, in addition to the existing municipal lots. Doing so required the addition of personnel, the cost of which is shared between the municipal parking operations and the garage operations. The Parking Lot Fund is paid a management fee from the West Hartford Center – Special Services District in an amount equal to the expenditures to operate and manage the garage operations. The fund has accumulated a fund balance of \$962,133 as of June 30, 2011.

FISCAL YEAR 2012 OPERATING RESULTS

Total estimated expenditures for fiscal year 2012 for the Blue Back Square (BBS) parking operations are \$1,030,334, while the estimate for the municipal lots is \$1,627,701. Based upon total estimated revenues of \$2,487,021 the fund is expected to use \$171,014 of fund balance to finance the operation of the municipal lots, resulting in fund balance of \$791,119 as of June 30, 2012.

FISCAL YEAR 2013 BUDGET

The fiscal year 2013 budget reflects expenditures relating to the BBS parking operations of \$982,016 with a corresponding management fee equal to these costs. Revenues from municipal lots are expected to reach \$1,652,000, inclusive of \$200,000 in parking violation revenue for tickets issued by the funds parking monitors, and interest income of \$1,000. Municipal parking expenditures are budgeted at \$1,473,527, a reduction from the prior year primarily due to the return of salary and benefits for one police officer position to the General Fund. The fund expects to increase fund balance by \$179,473 for fiscal year 2013.

OPERATIONAL & FEE STRUCTURE REVIEW

The Town is currently reviewing the fee structure and operations of the municipal parking function. A consultant has been engaged to assist in developing recommendations for changes to the fee structure based upon utilization patterns. The original financing plan for the Blue Back Square development included an increase in fees in fiscal year 2013. The review of existing fees and utilization patterns will be utilized to develop recommendations to maximize revenue and minimize the impact to parkers. Alternatives to the existing methods for operating the municipal parking facilities are also being reviewed. The review includes the installation of pay by space and pay by plate meters in the surface lots and parking garages. The operations review is intended to improve the cost effectiveness of the municipal parking operations.

PARKING LOT FUND

The mission of the Parking Lot Fund is to operate the Town's municipal parking operations, which include gated off-street parking lots and on-street parking meters, and provide parking operation services for the West Hartford Center-Special Services District in exchange for a management fee equal to the cost of said services.

BUDGET SUMMARY						
DEPARTMENT OF PUBLIC WORKS						
	Actual	Adopted	Actual	Estimated	Adopted	Percent
<u>Expenditures:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>6 Months</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>
Wages & Salaries	\$911,821	\$1,039,105	\$418,007	\$1,021,743	\$942,192	-9.3%
Operating Expense	690,441	901,479	361,237	914,075	912,923	1.3%
Equipment	33,222	12,000		12,000	27,000	125.0%
Fringe Benefits	475,355	710,217	280,753	710,217	573,428	-19.3%
TOTAL	\$2,110,839	\$2,662,801	\$1,059,997	\$2,658,035	\$2,455,543	-7.8%
<u>Revenues:</u>						
Intergovernmental	\$ 30,908	\$	\$	\$	\$	
Charges for Services	1,295,192	1,410,518	701,307	1,455,687	1,452,000	2.9%
Management Fee - BBS	827,012	1,030,334		1,030,334	982,016	-4.7%
Fines & Forfeitures					200,000	
Interest Income	1,357	1,000	172	1,000	1,000	
TOTAL	\$2,154,469	\$2,441,852	\$701,479	\$2,487,021	\$2,635,016	7.9%

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
<u>Full-Time Positions:</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Public Works Manager	1.0	1.0	1.0	1.0	1.0
Crew Leader	1.0	1.0	1.0	1.0	1.0
Administrative Assistant		1.0	1.0	1.0	1.0
Senior Staff Assistant	1.0				
Parking Monitors	4.0	4.0	4.0	4.0	4.0
Parking Lot Gate Attendants	3.0*	3.0*	3.0*	3.0*	3.0*
Director of Public Works	0.1	0.1	0.1	0.1	
Management Analyst	0.1	0.1	0.1	0.1	
Administrative Assistant	0.1	0.1	0.1	0.1	
TOTAL	10.3	10.3	10.3	10.3	10.0

* Permanent part-time positions, 1500 hours per annum.

BUDGET & PROGRAM HIGHLIGHTS

The budget for the Parking Lot Fund decreases \$207,258 or 7.8% for fiscal year 2013. Wages and salaries reflect contractual cost-of-living and merit increases offset by the return of one police officer position to the General Fund (\$81,463), the elimination of the public works management staff allocation (\$27,009) and a temporary payroll reduction (\$26,500) for a net decrease of \$96,913 or 9.3%.

Fund: Parking Lot Fund

Department: Public Works

On an overall basis, operating expense appropriations are consistent with the prior year. Increases are projected in contractual services (\$19,480) and parking lot leases (\$12,626), while decreases are expected in solid waste disposal (\$11,020) and utilities (\$10,902) based upon anticipated rates and usage. Capital outlay requested includes a fee computer (\$12,000) and maintenance equipment (\$15,000). Fringe benefits increase \$6,789 due to increases in the required pension contribution and funding of retiree health benefits offset by the reallocation of a police officer, as discussed previously. A fiscal year 2012 transfer to the General Fund in the amount of \$130,000 is eliminated in fiscal year 2013.

Charges for services from municipal parking operations increase \$241,482 based upon revenue trends and the recognition of \$200,000 in parking violation revenue in this fund relating to tickets issued by parking monitors.

SUMMARY OF EXPENDITURES						
<u>Expenditures</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$469,835	\$512,735	\$230,279	\$512,110	\$445,184	-13.2%
Temporary Payroll	366,184	404,500	165,097	404,500	378,000	-6.6%
Overtime	66,137	113,026	19,140	96,617	113,927	0.8%
Holiday	7,732	6,766	2,820	6,766	3,581	-47.1%
Education Premium Pay	1,933	2,078	671	1,750	1,500	-27.8%
Office Expense	22,590	35,465	19,729	35,465	35,625	0.5%
Dues and Travel	1,720	2,560	595	3,185	2,560	
Training	772	2,000		2,000	2,000	
Advertising	1,096	2,000	1,690	2,000	2,600	30.0%
Professional Services	6,377	10,000	513	10,000	10,000	
Contractual Services	327,760	389,793	77,908	408,370	409,273	5.0%
Solid Waste Disposal		14,128		3,108	3,108	-78.0%
Printing/Binding	100	500	13	500	500	
Office Equipment	5,258	9,000		9,000	9,000	
Meals	735	500	500	500	1,000	100.0%
Uniforms and Laundry	3,071	3,000	474	3,000	3,000	
Utilities	92,334	156,956	78,478	156,956	146,054	-6.9%
Telecommunications	12,452	20,750	4,424	20,750	20,750	
Building Maintenance	5,541	8,000	1,083	8,000	8,000	
Vehicles & Equipment Exp	9,820	10,000	891	10,000	10,000	
Grounds Maintenance	3,454	14,000	1,142	14,000	14,000	
Maintenance & Repairs	4,058	24,000	1,926	24,000	24,000	
Snow Removal Supplies	7,592	10,000	1,261	10,000	10,000	
Parking Lot Maintenance	25,884	29,000	15,594	29,000	29,000	
Rental/Leases	159,827	159,827	155,016	164,241	172,453	7.9%
Information Technology	11,680	12,000		12,000	12,000	
Operating Equipment					15,000	
Vehicles	21,542					
Social Security	55,773	69,488	25,386	69,488	66,295	-4.6%
Pension	126,170	150,178	75,089	150,178	161,133	7.3%
Risk Management Expense	293,412	360,551	180,278	360,551	346,000	-4.0%
Transfer Out		130,000		130,000		-100.0%
Total Department	\$2,110,839	\$2,662,801	\$1,059,997	\$2,658,035	\$2,455,543	-7.8%

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

CEMETERY OPERATING FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Charges for Services	\$238,825	\$225,000	\$242,200	\$247,789
Sale of Lots	255,778	160,000	90,000	104,000
Interest Income	<u>5,001</u>	<u>2,400</u>	<u>2,400</u>	<u>2,400</u>
Total Revenues & Other Resources	\$499,604	\$387,400	\$334,600	\$354,189

EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Cemetery Operations	<u>\$315,602</u>	<u>\$377,160</u>	<u>\$334,371</u>	<u>\$354,189</u>
Total Expenditures & Other Uses	\$315,602	\$377,160	\$334,371	\$354,189

CHANGE IN FUND BALANCE	\$ 184,002	\$ 10,240	\$ 229	\$
BEGINNING BALANCE	\$1,901,689	\$2,085,691	\$2,085,691	\$2,085,920
ENDING BALANCE	\$2,085,691	\$2,095,931	\$2,085,920	\$2,085,920

Fund: Cemetery Operating Fund
Department: Public Works

PURPOSE

A budgeted fund created to account for donations and other resources provided for the care and maintenance of Town owned and operated cemeteries. Operating revenues and fund balance are utilized for operating expenses and capital improvements.

LONG-TERM STRATEGY

The fund will generate sufficient revenue to cover annual operating expense and utilize fund balance solely for capital equipment or improvements.

FUND PERFORMANCE

Five Year History of Operating Results					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Revenues:</u>					
Charges for Service	\$356,000	\$398,000	\$332,000	\$339,000	\$495,000
Interest Income	85,000	70,000	19,000	1,000	5,000
TOTAL REVENUES	\$441,000	\$468,000	\$351,000	\$340,000	\$500,000
<u>Expenditures:</u>					
Operational	\$468,000	\$348,000	\$314,000	\$359,000	\$315,000
TOTAL EXPENDITURES	\$468,000	\$348,000	\$314,000	\$359,000	\$315,000
TRANSFERS TO/FROM OTHER FUNDS	(\$13,000)	(\$3,000)	(\$3,000)	(\$3,000)	(\$3,000)
OPERATING RESULTS	(\$40,000)	\$117,000	\$34,000	(\$22,000)	\$182,000
FUND BALANCE	\$1,775,000	\$1,892,000	\$1,926,000	\$1,904,000	\$2,086,000

REVIEW OF PERFORMANCE

The Cemetery Operations program was restructured in fiscal year 2007 and responsibility was transferred to the Department of Public Works. The Town began using a blended workforce, with Town employees performing the administration, customer service and grave opening/closing functions and a private contractor performing the grounds maintenance function. Although this approach necessitated an investment in capital equipment, it significantly improved the profitability of the operations, as evidenced by operating results. In fiscal year 2011 a new area of the cemetery was opened, resulting in a significant increase in revenue from sale of lots. As of June 30, 2011 the fund had \$1,686,060 in the Reserve for Permanent Account and \$399,631 of unreserved fund balance.

Fund: Cemetery Operating Fund**Department: Public Works****FISCAL YEAR 2012 OPERATING RESULTS**

It is estimated that revenues of \$334,600 will be achieved in fiscal year 2012 with corresponding expenditures of \$334,371, resulting in a profit of \$229. Revenue from sale of lots is expected to remain strong, but not achieve the level of fiscal year 2011. As of June 30, 2012, fund balance will be approximately \$2,086,000.

FISCAL YEAR 2013 BUDGET

The budget for fiscal year 2013 estimates revenue of \$354,189 with corresponding expenditures, enabling the fund to breakeven. It is anticipated that fund balance will remain consistent at \$2,086,000 as of June 30, 2013.

CEMETERY OPERATING FUND

The mission of the Cemetery Operating Fund is to provide care and maintenance of Town owned and operated cemeteries in a manner which balances needs against available resources.

BUDGET SUMMARY						
DEPARTMENT OF PUBLIC WORKS						
	Actual	Adopted	Actual	Estimated	Adopted	Percent
<u>Expenditures:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>6 Months</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>
Wages & Salaries	\$110,621	\$117,068	\$50,855	\$112,484	\$118,320	1.1%
Operating Expense	150,695	194,823	78,423	156,941	158,873	-18.5%
Fringe Benefits	54,286	65,269	29,280	64,946	76,996	18.0%
TOTAL	\$315,602	\$377,160	\$158,558	\$334,371	\$354,189	-6.1%
<u>Revenues:</u>						
Cemetery Service Charges	\$238,825	\$225,000	\$117,605	\$242,200	\$247,789	10.1%
Sale of Lots	255,778	160,000	39,729	90,000	104,000	-35.0%
Interest on Investment	5,001	2,400		2,400	2,400	
TOTAL	\$499,604	\$387,400	\$157,334	\$334,600	\$354,189	-8.6%

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
<u>Full-Time Positions:</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Crew Leader	1	1	1	1	1
Grounds Maintainer	—	—	—	—	—
TOTAL	1	1	1	1	1

BUDGET & PROGRAM HIGHLIGHTS

The Cemetery Operating Fund budget decreases \$22,971 or 6.1% for fiscal year 2013. Wages and salaries reflect contractual cost-of-living and merit increases for the full-time position, offset by a reduction in temporary payroll. Operating expenses decrease \$35,950, primarily due to a decrease in contractual services for grounds maintenance (\$28,708). In addition, utility costs decrease approximately \$3,000 and professional services are reduced \$4,500 in the fiscal year 2013 budget. Fringe benefit costs increase based upon required contributions to the Town's Risk Management and Pension Funds. Based upon revenues of \$354,189, the Fund is expected to breakeven for fiscal year 2013.

Fund: Cemetery Operating Fund
Department: Public Works

SUMMARY OF EXPENDITURES						
<u>Expenditures</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$53,336	\$54,820	\$25,408	\$55,229	\$58,136	6.0%
Temporary Payroll	36,593	40,230	16,117	37,239	37,285	-7.3%
Overtime	20,692	22,018	9,330	20,016	22,899	4.0%
Office Expense	1,459	2,200	676	2,237	2,037	-7.4%
Professional Services		8,500		8,000	4,000	-52.9%
Contractual Services	102,625	138,708	58,068	102,279	110,000	-20.7%
Printing/Binding Services	80	400	46	300	400	
Office Equipment	2,514	3,000	1,437	3,000	3,000	
Meals	300	300	300	300	300	
Uniforms and Laundry		365		365	365	
Utilities	9,042	8,050	4,025	8,050	5,911	-26.6%
Telecommunications	1,890	1,200	893	1,800	1,800	50.0%
Building Maintenance	3,558	5,000	485	3,800	3,800	-24.0%
Vehicles and Equipment	8,934	7,600	3,881	7,600	7,600	
Grounds Maintenance	18,530	16,800	8,126	16,800	16,800	
Maintenance & Repairs	1,596	2,500	304	2,000	2,500	
Miscellaneous Supplies	167	200	182	410	360	80.0%
Social Security	6,516	8,928	2,721	8,605	9,003	0.8%
Pension	15,337	18,178	9,089	18,178	21,940	20.7%
Risk Management Expense	29,209	34,939	17,470	34,939	42,829	22.6%
Transfer Out	<u>3,224</u>	<u>3,224</u>		<u>3,224</u>	<u>3,224</u>	
TOTAL	\$315,602	\$377,160	\$158,558	\$334,371	\$354,189	-6.1%

DEPARTMENT: PUBLIC WORKS

FULL-TIME POSITION SCHEDULE

	Authorized Positions			Revised 2011-12	Adopted 2012-13
	2009-10	2010-11	2011-12		
<u>GENERAL FUND</u>					
Director of Public Works	0.9	0.9	0.9	0.9	1
Management Analyst	0.9	0.9	0.9	0.9	1
Administrative Assistant	0.9	0.9	0.9	0.9	1
Staff Assistant					
Public Works Manager	4	5	5	5	5
Crew Leader Streets Division	4	4	4	4	4
Equipment Operator	6	6	6	6	6
Mason	2	2	2	2	2
Signal Systems Technician	1				
Signal Support Technician	1	1	1	1	1
Sign & Mechanical Maint.Worker	2	2	2	2	2
Streetlight Technician	2	2	2	2	2
Mechanic	6	6	6	6	6
Crew Leader-Grounds	3	3	3	3	3
Equipment Mechanic-Grounds	1	1	1	1	1
Tree Trimmer			1	1	1
Grounds Maintainer	8	8	7	7	7
BOE Grounds Foreman	1	1	1	1	1
BOE Grounds Maintainer	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL GENERAL FUND	46.7	46.7	46.7	46.7	47
<u>PARKING LOT FUND</u>					
Parking Operations Manager	1	1	1	1	1
Crew Leader	1	1	1	1	1
Grounds Maintainer					
Admin/Accounting Assistant		1	1	1	1
Senior Staff Assistant	1				
Parking Monitor	4	4	4	4	4
Parking Gate Attendant*	3	3	3	3	3
Director of Public Works	0.1	0.1	0.1	0.1	
Management Analyst	0.1	0.1	0.1	0.1	
Administrative Assistant	0.1	0.1	0.1	0.1	
Staff Assistant					
TOTAL PARKING LOT FUND	<u>10.3</u>	<u>10.3</u>	<u>10.3</u>	<u>10.3</u>	<u>10</u>
<u>CEMETERY FUND</u>					
Crew Leader	1	1	1	1	1
Grounds Maintainer					
TOTAL CEMETERY FUND	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL PUBLIC WORKS-ALL FUNDS	58	58	58	58	58

* Parking Gate Attendant is a permanent part-time position.

DEPARTMENT OF PLANT & FACILITIES SERVICES

MISSION

To enhance the public appearance of the Town and preserve assets via cost effective maintenance and facility operation.

This mission is accomplished through the following programs:

- Daily service program addressing routine operation and upkeep of town buildings.
- A program of planned maintenance of building equipment and systems.
- Unplanned maintenance program to respond to unexpected and emergency repairs.
- A program to enhance the physical appearance of public spaces and upgrade mechanical systems.

BUDGET SUMMARY						
DEPARTMENT OF PLANT & FACILITIES SERVICES						
	Actual	Adopted	Actual	Estimated	Adopted	Percent
<u>Expenditures:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>6 Months</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>
Wages & Salaries	\$ 823,668	\$ 876,547	\$ 416,360	\$ 850,313	\$ 904,360	3.2%
Operating Expense	892,282	1,047,808	519,732	1,051,898	1,040,181	-0.7%
Social Security	<u>62,075</u>	<u>66,763</u>	<u>29,807</u>	<u>60,760</u>	<u>64,400</u>	-3.5%
TOTAL	\$1,778,025	\$1,991,118	\$965,899	\$1,962,971	\$2,008,941	0.9%
<u>Revenues:</u>						
Intergovernmental	\$10,495	\$ 800	\$ 800	\$ 800	\$	-100.0%
Miscellaneous	<u> </u>	<u> </u>	<u>162</u>	<u>162</u>	<u> </u>	
TOTAL	\$10,495	\$ 800	\$ 962	\$ 962	\$	-100.0%

	<u>Authorized Positions</u>			Revised	Adopted
Full-Time Positions:	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
General Fund	8	8	8	8	8

BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2013 budget for the Department of Plant & Facilities Services increases \$17,823, or 0.9% from the prior year. Wages and salaries reflect cost-of-living increases in accordance with contractual agreements. Operating expenses decrease by \$7,627 in the fiscal year 2013 budget. While actual electricity costs are expected to decline in fiscal year 2013, the utilities budget increases \$10,398 as a result of the utilization of one-time revenue in fiscal year 2012. Offsetting this increase is a reduction in professional services (\$17,500) due to the reallocation of the cost of mailroom services between the Town and Board of Education based upon actual usage.

COST CENTER: FACILITIES SERVICES DIVISION

SUMMARY OF REVENUES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
FEMA	\$9,763	\$	\$	\$	\$	
Clean Energy Grant	732	800	800	800		-100.0%
Miscellaneous Reimbursement			162	162		
TOTAL	\$10,495	\$ 800	\$ 962	\$ 962	\$	-100.0%

SUMMARY OF EXPENDITURES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$490,327	\$501,547	\$234,760	\$503,713	\$527,760	5.2%
Temporary Payroll	214,467	250,000	104,262	220,000	250,000	
Overtime	118,874	125,000	77,338	126,600	126,600	1.3%
Office Expense	394	300	141	300	325	8.3%
Dues and Travel		200		100	100	-50.0%
Contractual Services	172,822	140,000	72,312	145,000	145,000	3.6%
Office Equipment			1,500	1,500		
Meals	6,143	5,000	3,007	6,200	6,200	24.0%
Uniforms & Laundry	1,724	3,400	723	2,200	2,250	-33.8%
Utilities	461,810	649,308	324,653	649,308	659,706	1.6%
Telecommunications	4,925	6,450	2,051	4,915	4,950	-23.3%
Building Maintenance	103,957	120,000	55,515	117,500	117,500	-2.1%
Vehicles & Equipment Expense	4,303	4,700	528	4,000	4,500	-4.3%
Maintenance & Repairs		750		750	750	
Miscellaneous Supplies	1,158	2,800		1,300	1,500	-46.4%
Social Security	62,075	66,763	29,807	60,760	64,400	-3.5%
TOTAL	\$1,642,979	\$1,876,218	\$906,597	\$1,844,146	\$1,911,541	1.9%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Director of Plant & Facilities Services	0.5	0.5	0.5	0.5	0.5
Services Response Manager	1	1	1	1	1
Crew Leader	1	1	1	1	1
Building Maintenance Technician I	4	4	4	4	4
Plumber	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	7.5	7.5	7.5	7.5	7.5

FACILITIES SERVICES DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: Regular payroll funds the wages for full-time positions involved in the daily maintenance and operation of town buildings and facilities. Seven and one-half of these are Town positions, detailed on the previous page, and one is a Board of Education HVAC Mechanic who maintains Town buildings. Regular payroll will increase \$26,213 (5.2%) to reflect cost-of-living and merit increases per union contracts.

Temporary Payroll: Temporary payroll includes the wages for 24 part-time employees. Part-time employees work no more than 20 hours per week and have limited benefits. One position is a Staff Assistant in the Plant and Facilities Services office and the remaining 23 positions are custodians. The fiscal year 2013 appropriation is consistent with fiscal year 2012.

Overtime: Overtime is utilized to pay for labor of the full-time hourly employees outside of their normal work hours. Overtime situations include emergencies where the life and safety of people or the building and its contents are in jeopardy. Overtime is also utilized to perform building maintenance tasks that cannot be performed when there are other employees or the public is present in a building and to provide event support to Leisure Services (Town Hall Auditorium, Elmwood Community Center, Bishops Corner Senior Center) and the Libraries. The majority of overtime is used in support of these events.

Office Expense: Office expenses include office supplies such as copy paper, copier rental and postage. The budget for office expenses is increased slightly based upon anticipated needs.

Dues and Travel: Dues for professional associations and travel were eliminated in fiscal year 2011; the appropriation of \$100 represents mileage reimbursement.

Contractual Services: This appropriation is for services provided by contractors that our in-house employees are unable to perform. These services include fire alarm testing and monitoring services, sprinkler system testing, elevator maintenance and inspection, electrical work, water treatment for boilers and air conditioning systems, boiler tune-ups, etc. The increase for fiscal year 2013 represents cost-of-living increases and anticipated needs.

Meals: Meal allowances are obligated under union contracts when employees work extended shifts on their regular work day or during overtime situations. Meals are expected to increase by \$1,200 in the next fiscal year based upon experience.

Uniforms and Laundry: Uniforms and laundry includes the rental of uniforms and the purchase of safety shoes as provided by contract to the following employees: Building Maintenance Crew Leader, Plumber, HVAC Mechanic and Custodians. Costs for these items are expected to decrease by \$1,150.

Utilities: This appropriation represents the transfer to the Utility Services Fund (USF) to cover the costs of electricity, natural gas and water for Town buildings. The fiscal year 2012 budget included the utilization of \$350,000 in USF reserves. The fiscal year 2013 budget reflects an increase of \$10,398.

Electricity - As a result of market conditions, the Town and Board of Education executed a contract with TransCanada Power Marketing for electricity supply at a rate of 6.995 cents per kWh in 2012 and 6.295 cents per kWh in 2013. These rate reductions and reduced consumption have significantly reduced utility costs. This savings is offset by the prior year pre-funding of utility costs.

Natural Gas – Natural gas pricing is procured annually during the spring and summer. The Town is currently locked into fixed pricing for the transportation portion of natural gas supply but floating on the pricing for the commodity. The budget for fiscal year 2013 is based upon average consumption over the past two years.

Water – Water and sewer services are provided by the Metropolitan District Commission and prices are expected to increase slightly in fiscal year 2013.

Telecommunications: The telecommunications budget pays for seven land-based telephones, four pagers and four cell phones used by Plant and Facilities Services staff. Also, seven phone lines are required for fire alarm monitoring systems and emergency telephones in elevators.

Building Maintenance: Building maintenance funding is used to purchase supplies and items used in the daily maintenance and repair of Town buildings. Supplies include paper towels, toilet paper, cleaning products, and parts for plumbing and HVAC repairs. Minor capital items are also purchased under this account and include motors and other small fixed equipment used in building systems. Building maintenance costs are expected to be consistent with the prior year.

Vehicles and Equipment Expense: The vehicles and equipment appropriation is used to pay for operating costs and repairs to the vehicles assigned to Plant and Facilities Services. The vehicles, which include two vans and one pick-up truck, are utilized by staff in traveling from building to building and for moving supplies and equipment. This appropriation decreases by \$200 based upon consumption.

Maintenance & Repairs: Maintenance and repair covers the repair of tools and equipment used by the Plant and Facilities Services staff. These costs are flat for fiscal year 2013.

Miscellaneous Supplies: Funding is included for employee training and development in order to meet annual OSHA training requirements and development of employee skills.

Social Security: This appropriation is for required federal payments based upon actual wages paid. The increased appropriation more accurately reflects the number of part-time employees who utilize the Town's alternative social security plan.

COST CENTER: MAIL & DELIVERY SERVICES DIVISION

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Office Expense	\$ 1,636	\$ 2,400	\$ 1,090	\$ 2,400	\$ 2,400	
Professional Services	<u>133,410</u>	<u>112,500</u>	<u>58,212</u>	<u>116,425</u>	<u>95,000</u>	-15.6%
TOTAL	\$135,046	\$114,900	\$59,302	\$118,825	\$97,400	-15.2%

MAIL & DELIVERY SERVICES DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Office Expense: This appropriation is for the annual rental of a postage meter used in the mailroom and the caller fee with the US Postal Service.

Professional Services: The Town and Board of Education have a joint contract with an outside contractor to provide mailroom and courier services to all facilities. The reduced appropriation reflects a reallocation of the total cost based upon the utilization of services by the Town and Board of Education. This is the final year phasing in this reallocation.

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

UTILITIES SERVICES FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
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Interest Income	\$ 5,010	\$	\$	\$
Contributions from Other Funds	<u>4,951,105</u>	<u>4,429,276</u>	<u>4,429,276</u>	<u>4,448,586</u>
Total Revenues & Other Resources	\$4,956,115	\$4,429,276	\$4,429,276	\$4,448,586

EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
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Energy Management Services	\$ 40,569	\$ 95,000	\$ 89,500	\$ 100,000
Utilities Expense	<u>5,205,636</u>	<u>5,158,336</u>	<u>4,926,377</u>	<u>4,892,559</u>
Total Expenditures & Other Uses	\$5,246,205	\$5,253,336	\$5,015,877	\$4,992,559

CHANGE IN FUND BALANCE	(\$ 290,090)	(\$ 824,060)	(\$ 586,601)	(\$ 543,973)
BEGINNING BALANCE	\$2,222,019	\$ 1,931,929	\$1,931,929	\$ 1,345,328
ENDING BALANCE	\$1,931,929	\$ 1,107,869	\$1,345,328	\$ 801,355

Fund: Utilities Services Fund

Department: Plant and Facilities Services

PURPOSE

The Utilities Services Fund, an internal service fund, was created to manage the accuracy and volatility of energy costs. The Utilities Services Fund centralizes the process of receiving and paying utility bills and ensures they are recorded into an energy management system and reviewed for accuracy by an outside consultant. This centralization assists in the identification of energy usage trends by the consultant and opportunities to investigate the usage of energy. All utility bills are paid out of the utility services fund and this information is utilized to budget estimates for utilities for inclusion in the annual budget. During the fiscal year, monthly transfers are made from the utility line items to the internal service fund. Any volatility in energy costs is absorbed by the internal service fund and amortized in the subsequent year's budget estimates. The energy management consultant advises the purchasing office in the competitive procurement of energy suppliers and negotiation of supply agreements. The consultant also works closely with the facility management operation in identifying patterns of energy usage and opportunities to reduce energy consumption.

LONG-TERM STRATEGY

The Utility Services Fund was established with the funding received in fiscal year 2007 from Northeast Utilities (\$876,310) for overcharging the Town for street lighting costs. The energy management consultant is funded from the Utilities Services Fund. Actual versus expected utility costs are analyzed each year and any variance is amortized over a two year period in order to maintain fund balance while managing the volatility of energy costs. Estimated costs were developed for the current fiscal year and used as the basis for developing estimates for the budget. These estimates are then adjusted for consumption patterns and pricing changes.

Utility Costs Summary						
	<u>Actual FY 2008</u>	<u>Actual FY 2009</u>	<u>Actual FY 2010</u>	<u>Actual FY 2011</u>	<u>Estimated FY 2012</u>	<u>Budget FY 2013</u>
<u>TOWN</u>						
Electric	\$ 968,685	\$ 1,064,091	\$ 978,588	\$ 935,917	\$ 911,253	\$ 894,015
Fuel Oil	18,235	10,737	9,153	17,366	15,700	16,375
Natural gas	380,197	334,159	286,509	275,245	254,650	274,000
Street lighting	601,793	657,277	565,223	562,220	552,175	563,700
Water	<u>181,613</u>	<u>186,015</u>	<u>188,776</u>	<u>230,075</u>	<u>225,680</u>	<u>230,350</u>
TOTAL	\$2,150,523	\$2,252,279	\$2,028,249	\$2,020,823	\$1,959,458	\$1,978,440
<u>PUBLIC SCHOOLS</u>						
Heating	\$1,783,982	\$1,165,227	\$1,149,813	\$1,138,410	\$ 942,995	\$ 942,994
Water	91,808	91,282	100,228	135,970	140,991	140,970
Electricity	<u>2,060,611</u>	<u>2,248,791</u>	<u>1,995,538</u>	<u>1,910,433</u>	<u>1,882,933</u>	<u>1,830,155</u>
TOTAL	\$3,936,401	\$3,505,300	\$3,245,579	\$3,184,813	\$2,966,919	\$2,914,119
TOTAL UTILITIES	\$6,086,924	\$5,757,579	\$5,273,828	\$5,205,636	\$4,926,377	\$4,892,559

The fiscal year 2013 budget reflects a planned use of \$543,973 of fund balance accumulated in prior years (Town - \$272,112; Board of Education - \$271,861).

Fund: Utilities Services Fund**Department: Plant & Facilities Services****Energy Management Strategy**

An enhanced energy management strategy was implemented in fiscal year 2008 consisting of an internal service fund for managing utility costs, a billing auditing and energy management system functionality, improved expertise with energy procurements, and energy audits of facilities to identify opportunities for energy conservation investments funded with an annual appropriation in the Capital Improvement Program (\$100,000). The following narrative provides a summary of the status of each component of the strategy.

▪ Internal Service Fund

The Fund was established in fiscal year 2008 and operating budgets have been protected from volatility in utility costs caused primarily by the decision to float rather than fix the pricing for natural gas consumption during the year. For fiscal year 2013, utility estimates were developed based on current year experience and the amortization of the cumulative surplus/deficit since the Fund's inception, over a two year period. The Fund encourages energy conservation by returning savings in energy consumption two cost centers over a two year period.

▪ Billing Auditing & Energy Management System

EnergySolve, Inc. provided monthly billing auditing services and an energy management system for the Town from March 2008 through September 2011. During that time period, the Town's utility bills were redirected to EnergySolve who audited each charge on the bill, resolved any disputes, entered the bill into a web based energy management system and provided a weekly electronic interface file for the Town's accounts payable system. The service was evaluated during early 2011 and it was decided to change the service provider to National Information Solutions Cooperative (NISC) due to enhanced reporting capabilities and competitive pricing. NISC began services for the Town in October 2011.

▪ Procurement Strategy

The Town has procured new contracts and pricing for electricity and natural gas. As a result of market conditions, the Town and Board of Education executed a contract with TransCanada Power Marketing for electricity supply for 2010 at a rate of 7.525 cents per kWh. This was a 22% reduction from the previous contract and significantly reduced electricity costs. This contract has been extended for 2011 at a rate of 7.185 cents per kWh, for 2012 at a rate of 6.995 cents per kWh and for 2013 at a rate of 6.295 cents per kWh. The Town and Board of Education utilize the services of an energy broker to analyze forward buying pricing and opportunities for the Town and Board of Education to lock in the most favorable rates into the future.

Natural gas pricing is procured annually during the spring and summer. The Town is currently locked into fixed pricing for the transportation portion of natural gas supply but floating on the pricing for the commodity. Forward buying opportunities continue to be evaluated. It is expected that economic recovery will increase the demand for natural gas and result in higher prices.

▪ Energy Conservation Investments

Energy audits identify opportunities for energy conservation investments. Peregrine Energy Group, an energy consultant, hired by a five-town cooperative grant, has conducted walk-through energy assessments of the Town and Board of Education's major buildings. In-depth lighting audits have also been conducted at 10 facilities through the Connecticut Energy Efficiency Fund's small business program. These assessments, along with updated Energy Star benchmarking of facility energy consumption to identify worst performing facilities, help guide energy conservation projects. Lighting upgrade projects have been completed at the Cornerstone Aquatics Center, King Philip Middle School, and Fairview Cemetery. Additional lighting replacement projects will be done at Faxon Library, Sedgwick Middle School, and Town Hall. A comprehensive energy project (steam traps, lighting, boiler controls, and energy management system) will be implemented at Webster Hill Elementary School this summer. Current energy conservation investment projects include the replacement of boilers at the Sedgwick Middle School. The Town/Board of Education has hired a part-time Energy Specialist financed from the Utility Services Fund.

DEPARTMENT: PLANT & FACILITIES SERVICES

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2011-12	Adopted 2012-13
	2009-10	2010-11	2011-12		
<u>GENERAL FUND</u>					
Director of Plant & Facilities Services*	0.5	0.5	0.5	0.5	0.5
Service Response Manager	1	1	1	1	1
Crew Leader	1	1	1	1	1
Building Maintenance Technician I	4	4	4	4	4
Plumber	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL PLANT & FACILITIES SERVICES	7.5	7.5	7.5	7.5	7.5

* This position is shared with the Board of Education

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DEPARTMENT OF HUMAN AND LEISURE SERVICES

MISSION

The mission of the Human & Leisure Services Department is to enrich the lives of all citizens through the creation and coordination of healthy lifestyle initiatives and programs that encourage civic engagement. In addition, through its Division of Human Services the department offers assistance to residents in the program areas of case management, crisis intervention, and counseling.

BUDGET SUMMARY						
DEPARTMENT OF HUMAN & LEISURE SERVICES						
<u>Expenditures:</u>	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Estimated</u>	<u>Adopted</u>	<u>Percent</u>
	<u>2010-11</u>	<u>2011-12</u>	<u>6 Months</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>
Wages & Salaries	\$1,479,573	\$1,604,811	\$851,212	\$1,615,232	\$1,700,133	5.9%
Operating Expense	1,026,720	924,825	361,486	958,472	930,212	0.6%
Social Security	<u>76,403</u>	<u>71,932</u>	<u>39,216</u>	<u>71,932</u>	<u>73,372</u>	2.0%
TOTAL	\$2,582,696	\$2,601,568	\$1,251,914	\$2,645,636	\$2,703,717	3.9%
<u>Revenues:</u>						
Intergovernmental	\$133,819	\$71,894	\$43,002	\$117,435	\$72,059	0.2%
Charges for Services	870,695	792,530	540,408	802,546	809,575	2.2%
Miscellaneous Revenue	<u>67,791</u>	<u>80,350</u>	<u>7,255</u>	<u>79,600</u>	<u>87,677</u>	9.1%
TOTAL	\$1,072,305	\$944,774	\$590,665	\$999,581	\$969,311	2.6%

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
<u>Full-Time Positions:</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
General Fund	10.44	9.94	9.94	10.99	11.74
Leisure Services Fund	10.58	10.33	10.33	10.33	10.33
CDBG Fund	3.40	3.40	3.40	2.35	1.60
Westmoor Park Fund	<u>2.58</u>	<u>2.33</u>	<u>2.33</u>	<u>2.33</u>	<u>2.33</u>
TOTAL	27.00	26.00	26.00	26.00	26.00

BUDGET & PROGRAM HIGHLIGHTS

The Human & Leisure Services fiscal year 2013 departmental budget increases \$102,149 or 3.9% from the prior year. Wages and salaries increase 5.9% due to contractual cost-of-living and merit increases and reallocation of 0.75 full-time positions to the General Fund from the CDBG Fund. Operating expense increases \$5,387, primarily due to an increase in the Town's contractual payment to The Bridge (\$15,000).

COST CENTER: HUMAN & LEISURE SERVICES MANAGEMENT DIVISION

SUMMARY OF EXPENDITURES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$123,052	\$122,450	\$60,748	\$122,450	\$127,970	4.5%
Temporary Payroll	23,273	19,795	937	19,795	20,191	2.0%
Education Premium Pay	519		222	222		
Office Expense	6,348	7,600	2,867	6,700	7,000	-8.0%
Dues and Travel	829	500	940	900	750	50.0%
Training	1,459	2,500	1,000	2,100	2,200	-12.0%
Advertising	1,427					
Professional Services	1,000					
Contractual Services	14,599	11,000	6,044	12,000	12,000	9.1%
Printing/Binding	511	1,200	249	1,200	1,000	-16.7%
Telecommunications	1,524	2,200	578	1,600	1,700	-22.7%
Vehicles & Equipment Expense	919	250	185	250	250	
Operating Expense - Miscellaneous	5,726	5,500	6,346	6,346	6,400	16.4%
Social Security	<u>9,949</u>	<u>9,657</u>	<u>3,408</u>	<u>9,657</u>	<u>9,657</u>	
TOTAL	\$191,135	\$182,652	\$83,524	\$183,220	\$189,118	3.5%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Director of Human & Leisure Services	0.70	0.70	0.70	0.70	0.70
Administrative Assistant	<u>0.67</u>	<u>0.67</u>	<u>0.67</u>	<u>0.67</u>	<u>0.67</u>
TOTAL	1.37	1.37	1.37	1.37	1.37

HUMAN & LEISURE SERVICES MANAGEMENT DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds the majority (70%) of the Director of Human & Leisure Services position and a portion of an Administrative Assistant position (67%), with the balance charged to the Leisure Services and CDBG Funds. Cost-of-living increases are reflected.

Temporary Payroll: Two part-time employees provide staffing for the Customer Service Desk at Town Hall. A 2% cost-of-living increase is included in this appropriation.

Office Expense: This appropriation funds office supplies, paper, printing/copying and postage. This reduction is primarily due to reduced printing and copying (\$500).

Dues & Travel: This budget maintains registrations in the National and Connecticut Recreation/Parks Associations. These memberships are necessary to stay current with industry trends and maintain access to national and local databases.

Training: This appropriation provides training funds for local workshops and other professional development programs to maintain staff certifications.

Contractual Services: This appropriation pays for bank fees related to customer credit card purchases and has been increased \$1,000 to reflect actual activity levels.

Printing/Binding: This appropriation funds costs associated with printing and binding through the Board of Education's print shop.

Telecommunications: This account funds desktop telephone services including maintenance, long-distance and circuits for the department's main office and the Customer Service Desk.

Operating Expense - Miscellaneous: Operating expense includes costs to Vermont Systems to maintain the computerized database and operational software for recreational facilities. In addition, this appropriation funds the departmental gift catalogue and other town-wide publications.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

COST CENTER: CASE MANAGEMENT

SUMMARY OF REVENUES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Alcohol/Drug Abuse Grant	\$5,675	\$5,675	\$5,675	\$5,675	\$5,675	
Youth Service Bureau Grant	42,638	35,056	27,999	35,056	35,056	
Miscellaneous Revenue	5,000	5,000	5,000	5,000	5,000	
Private Bequest/ Contributions		20,000		20,000	70,000	250.0%
Transfer In	<u>20,000</u>	<u>48,000</u>		<u>48,000</u>	<u>6,077</u>	-87.3%
TOTAL	\$73,313	\$113,731	\$38,674	\$113,731	\$121,808	7.1%

SUMMARY OF EXPENDITURES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$269,533	\$363,196	\$167,445	\$362,921	\$439,418	21.0%
Temporary Payroll	68,808	76,286	30,626	74,000	77,812	2.0%
Office Expense	8,053	9,760	2,503	9,310	9,760	
Dues and Travel	982	3,050	487	2,850	2,400	-21.3%
Training	2,139	1,400	25	900	1,000	-28.6%
Professional Services	8,869	9,000	2,958	11,625	9,000	
Contractual Services	42,602	35,056	8,763	35,056	35,056	
Printing/Binding	214	500	20	500	500	
Boards & Commissions	11,350	5,675		5,675	5,675	
General Contributions	158,976	158,976	52,117	158,976	173,976	9.4%
Telecommunications	1,862	2,000	630	2,400	2,000	
Social Assistance	757	4,000	773	4,000		-100.0%
Town Assistance	25,106	4,000	4,016	4,000		-100.0%
ADA Expenditures		1,000		1,000	1,000	
Social Security	<u>24,527</u>	<u>28,942</u>	<u>14,235</u>	<u>28,942</u>	<u>29,972</u>	3.6%
TOTAL	\$623,778	\$702,841	\$284,598	\$702,155	\$787,569	12.1%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Human Services Manager		0.95	0.95	0.95	0.95
Case Manager Supervisor	0.95				
Social Worker	2	2	2	2	2
Senior Staff Assistant	0.5	0.5	0.5	0.9	0.9
Neighborhood Resource Coordinator	0.2	0.2	0.2	0.6	0.6
Community Partnership Manager				0.25	0.5
Volunteer Coordinator					<u>0.5</u>
TOTAL	<u>3.65</u>	<u>3.65</u>	<u>3.65</u>	<u>4.7</u>	<u>5.45</u>

CASE MANAGEMENT - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds 95% of a Human Services Manager (reclassified from a Case Manager Supervisor in fiscal year 2011), two Social Workers, 90% of a Senior Staff Assistant, 50% of a Community Partnership Manager, 50% of a Volunteer Coordinator and 60% of a Neighborhood Resource Coordinator position. A total of 0.75 positions were reclassified from the CDBG Fund for fiscal year 2013. Contractual cost-of-living and merit increases are included for these union positions.

Temporary Payroll: This budget is for 50% of the part-time Program Coordinator at the Hillcrest Area Outreach Center (HANOC), as well as two part-time social workers (900 hours each) and a part-time Volunteer Recruitment Coordinator (450 hours). The fiscal year 2013 budget increases slightly from the prior year, in line with cost-of-living adjustments.

Office Expense: This account is for office supplies, paper, printing/copying and postage. Also included is 25% of the cost of an intern from the University of Connecticut's School of Social Work.

Dues & Travel: This appropriation funds a portion of the cost of license fees for three licensed clinical social workers and a licensed substance abuse counselor. It also reflects dues for C.L.A.S.S., the statewide professional organization for social service administrators.

Training: Licensed social workers and the substance abuse counselor are required to attend training and earn continuing education credits and will take advantage of on-line courses to control costs.

Professional Services: Home Health Care Services are provided on a short-term basis to assist the elderly and fund emergency response systems to enable the elderly to live safely in their homes.

Contractual Services: This appropriation funds an expansion of the Town's contract with Bridge Family Services and is funded via the Youth Services Bureau grant. The payment is increased \$15,000 in fiscal year 2013.

Printing/Binding: Use of Board of Education print shop for large printing jobs.

Boards & Commissions: This appropriation is funded via grant from the Capitol Area Substance Abuse Council and is used to support local prevention activities of the West Hartford Substance Abuse Prevention Commission.

General Contributions: This appropriation, which increases \$15,000, funds the Town's contractual agreement with Bridge Family Services for all youth services and the teen center.

Telecommunications: This account funds desktop telephone services including maintenance, long-distance and circuits.

Social Assistance: This account, which has been used judiciously for client emergencies such as utility or rental assistance, is eliminated for fiscal year 2013. Client emergencies and requests for help are not expected to decline, but will be funded through the Town That Cares Fund.

Town Assistance: This account represents expenses related to evictions and foreclosures that Town residents experience. The Town rents storage and assists with movers; other occasional expenses are sometimes incurred. The account also includes FOODSHARE and other food pantry expenses, as well as emergency shelter or fuel expenses. This budget item eliminated and will be funded through the Town That Cares Fund.

ADA Expenditures: This account reflects funding for the occasional need for ADA-required services. There is an anticipated need for a deaf interpreter for the Persons with Disabilities Commission meetings.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

PROGRAM MEASURES & INDICATORS					
	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>
Number of information and referral inquiries	2,826	3,002	1,566	1,641	3,095
Number of geriatric residents receiving case management	310	325	375	380	375
Number of Juvenile Review Board referrals	27	30	21	25	48
Number of Community Court interviews/referrals	226/66	266/65	230/122	162/94	125/75

COST CENTER: COMMUNITY & NEIGHBORHOOD SERVICES

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Dial-A-Ride Grant	\$85,505	\$31,163	\$9,328	\$76,704	\$31,328	0.5%
Contributions	<u>7,786</u>	<u>7,100</u>	<u>5,940</u>	<u>7,100</u>	<u>7,100</u>	
TOTAL	\$93,291	\$38,263	\$15,268	\$83,804	\$38,428	0.4%

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
General Contributions	\$31,123	\$38,500	\$7,833	\$32,000	\$34,500	-10.4%
Town Assistance	<u>275,858</u>	<u>229,328</u>	<u>70,837</u>	<u>274,704</u>	<u>229,328</u>	
TOTAL	\$306,981	\$267,828	\$78,670	\$306,704	\$263,828	-1.5%

COMMUNITY & NEIGHBORHOOD SERVICES - BUDGET AND PROGRAM HIGHLIGHTS

General Contributions: This appropriation funds utility costs for three Town facilities operated by non-profit organizations: Noah Webster House (\$16,000), Sarah Whitman House (\$6,500), and West Hartford Art League (\$12,000). These contributions are reduced from fiscal year 2012.

Town Assistance: Fiscal year 2012 is the final year of the five year contract with DATTCO Transportation of New Britain. Per the terms of the contract, DATTCO provides West Hartford's elderly and disabled residents door-to-door transportation utilizing a fleet of wheelchair accessible Town-owned vans. DATTCO provides dispatching, driving and vehicle maintenance services required to operate this program. The budget assumes the contract will be renewed at a comparable rate; however no new vendor has been selected.

COST CENTER: ELMWOOD COMMUNITY CENTER

SUMMARY OF REVENUES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Day Care Services	\$43,047	\$42,035	\$24,245	\$48,491	\$43,236	2.9%
Program Revenue	327,505	276,000	254,653	303,500	289,000	4.7%
Rental of Facilities	<u>80,967</u>	<u>80,000</u>	<u>33,693</u>	<u>73,000</u>	<u>78,000</u>	-2.5%
TOTAL	\$451,519	\$398,035	\$312,591	\$424,991	\$410,236	3.1%

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$ 157,221	\$164,449	\$76,164	\$163,980	\$171,011	4.0%
Temporary Payroll	211,128	189,598	129,755	199,358	193,390	2.0%
Office Expense	4,351	7,454	1,882	6,300	6,654	-10.7%
Dues and Travel	508	1,720	590	1,090	2,025	17.7%
Training	355	500	372	500	500	
Advertising	8,270	10,800	2,566	10,800	8,800	-18.5%
Professional Services	1,738	9,315	1,167	3,000	9,380	0.7%
Contractual Services	15,504	18,500	4,640	16,900	18,500	
Printing/Binding	648	1,024	135	974	1,024	
Telecommunications	2,352	1,600	930	1,952	1,952	22.0%
Operating Expense - Miscellaneous	214	3,400	447	1,750	3,400	
Recreational Supplies	12,382	13,625	4,829	14,466	14,125	3.7%
Recreational Contractual	123,782	108,900	68,930	118,800	111,200	2.1%
Town Assistance		200				-100.0%
Social Security	<u>16,939</u>	<u>16,389</u>	<u>8,510</u>	<u>16,389</u>	<u>16,389</u>	
TOTAL	\$555,392	\$547,474	\$300,917	\$556,259	\$558,350	2.0%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Facility Supervisor	1	1	1	1	1
Program Supervisor	0.25	0.25	0.25	0.25	0.25
Executive Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	2.25	2.25	2.25	2.25	2.25

ELMWOOD COMMUNITY CENTER - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The fiscal year 2013 appropriation funds one Facility Supervisor position, one Executive Assistant position, and 0.25 Program Supervisor position. The budget includes contractual cost-of-living increases in accordance with union contracts.

Temporary Payroll: This appropriation funds part-time employees who provide staffing for office management, on- and off-site programs, program and clerical support, and fitness programs. In addition, a Program Coordinator, Recreation Coordinators (2) and Playground Leaders (10) work directly with special needs children and adults. The increase for fiscal year 2013 represents a 2% cost-of-living adjustment.

Office Expense: This account funds all office supplies, postage, printing/copying and paper for the Elmwood Community Center programs and newsletters, and reflects a decrease for fiscal year 2013 based upon actual usage.

Dues & Travel: This budget includes dues to two professional organizations, the National Recreation and Park Association and the Connecticut Recreation and Park Association, a portion of the recreational software licensing fee, and mileage reimbursement for off-site meetings.

Training: The training appropriation funds professional development programs and limited training opportunities within the State.

Advertising: This appropriation funds the cost associated with printing and publishing the departmental brochure distributed town-wide to residents, as well as notices of summer job opening. The decrease reflects a shift to more on-line advertising and marketing.

Professional Services: This budget funds the costs of the Special Event Coordinator, who plans and executes a variety of year-round events for children and families.

Contractual Services: This appropriation reflects costs for musicians, dancers and entertainers to perform at twelve events throughout the year, sponsorship of community events and programs, as well as staffing for these events, the fee for the "Lose the Training Wheels" Coordinator (a summer bike camp co-sponsored with the West Hartford Kiwanis) and banking fees for customer credit cards.

Printing/Binding: Funds the printing of flyers, registration packets, camp handbooks, staff training documents, and other items as needed, by the Board of Education print shop.

Telecommunications: This appropriation funds desktop telephone services for the Elmwood Community Center as well as staff cell phones for camps and bus trip emergencies.

Operating Expense - Miscellaneous: This appropriation covers supplies and materials, equipment, refreshments, prizes, decorations and paper products for Special Events.

Recreational Supplies: This budget covers supplies for programs, classes, and camps, as well as camp staff shirts, first-aid supplies, and sports and fitness equipment and reflects a slight increase from the prior year.

Recreational Contractual: Contractual program instructors for all Elmwood Community Center programs are funded via this appropriation. Offsetting these expenditures are program registration revenues. Historical information on instructional programs and registrations is included in the table below.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	<u>Actual</u> <u>2007</u>	<u>Actual</u> <u>2008</u>	<u>Actual</u> <u>2009</u>	<u>Actual</u> <u>2010</u>	<u>Actual</u> <u>2011</u>
Number of instructional programs	310	367	323	285	326
Number of program registrations	4,382	4,888	4,800	4,792	5,154
Number of registrations for special events and trips	3,346	3,144	2,451	1,925	1,672

COST CENTER: ELMWOOD SENIOR CENTER

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Memberships	\$31,499	\$30,000	\$12,364	\$30,000	\$30,000	
Program Registration	56,620	48,000	23,018	48,000	48,000	
Rental of Facilities	6,124	6,000	3,098	6,010	6,000	
Special Events	12,206	15,000	12,141	15,000	15,000	
Miscellaneous Charges for Services	20,375	22,850	4,315	22,700	23,500	2.8%
Contributions	<u>22,600</u>	<u>2,500</u>	<u> </u>	<u>1,000</u>	<u>1,000</u>	-60.0%
TOTAL	\$149,424	\$124,350	\$54,936	\$122,710	\$123,500	-0.7%

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$ 55,472	\$56,869	\$26,931	\$56,903	\$59,145	4.0%
Temporary Payroll	84,204	104,046	41,204	104,046	106,127	2.0%
Office Expense	15,675	15,660	4,591	15,660	15,660	
Dues and Travel	543	1,050	586	1,050	850	-19.0%
Training	355	450	395	450	450	
Advertising	11,784	10,000	4,176	10,000	10,000	
Professional Services	18,339	800	9,362	865	875	9.4%
Contractual Services	9,076	8,480	4,362	8,480	9,180	8.3%
Printing/Binding	180	250		250	250	
Office Equipment	17,491	2,800	188	2,800	2,200	-21.4%
General Contributions		200		200	150	-25.0%
Telecommunications	4,402	4,584	1,798	4,584	4,584	
Building Maintenance	2,770				1,000	
Vehicles & Equipment Expense	4,055	5,000	1,605	5,800	5,800	16.0%
Recreational Supplies	3,332	2,200	141	2,200	2,200	
Recreational Contractual	35,180	35,000	14,060	34,000	35,000	
Special Events	1,539	2,000	894	2,000	2,000	
Social Security	<u>7,093</u>	<u>6,000</u>	<u>3,300</u>	<u>6,000</u>	<u>6,000</u>	
TOTAL	\$271,490	\$255,389	\$113,593	\$255,288	\$261,471	2.4%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Program Supervisor	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>	<u>0.75</u>
TOTAL	0.75	0.75	0.75	0.75	0.75

ELMWOOD SENIOR CENTER - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation is for 0.75 full-time Program Supervisor position (the remaining 0.25 is charged to Elmwood Community Center) and reflects the contractual cost-of-living increase.

Temporary Payroll: This appropriation funds two Office Assistants, one Program Coordinator, one Recreation Coordinator, two Van Drivers, one Nutrition Coordinator, and two Facility Supervisor positions for the Step Up to Health Fitness Center. The budget for FY 2013 reflects a 2% cost-of-living increase.

Office Expense: This appropriation funds all office supplies, printing/copying and postage for the Elmwood Senior Center. Included is printing and mailing of monthly newsletters for the Squires and Regents Men's Clubs, bi-monthly mailing of the Senior Bulletin, and membership cards and applications for the Senior Center and Senior Fitness Center.

Dues & Travel: This account funds dues for the Connecticut Association of Senior Center Personnel, Connecticut Recreation and Park Association, National Council on Aging, and National Recreation and Park Association. In addition, mileage reimbursement is included in this appropriation, as is the cost of RecTrac certifications for the Senior Center.

Training: This budget is for local training opportunities for the Program Supervisor.

Advertising: This appropriation supports inclusion in the Human and Leisure Services Program Guide and advertisements in local newspapers for special events and programs such as the Fitness Center Open House, Gazebo Concert Series, Health and Wellness Fair and Senior Housing Fair.

Contractual Services: This appropriation is the fee for a Fitness Consultant to manage the Step Up to Health Fitness Center. In addition, this appropriation funds banking fees relating to customer's use of credit cards, which have increased.

Printing/Binding: The Board of Education print shop prints the Senior Center's Creative Writing Booklet, Senior Housing Fair programs, Health and Wellness Fair Programs and Town forms.

Office Equipment: This appropriation funds the replacement of computers in the senior computer training room, minor office equipment, and replacement weights for the fitness center.

General Contributions: This appropriation funds Step Up to Health Fitness Center memberships for low-income Seniors.

Telecommunications: This appropriation funds the cost of telephone service for the Senior Center and internet access for the Computer Training Center.

Vehicles & Equipment Expense: This account pays for maintenance and gasoline for the Elmwood Express, a 24 passenger van used by the Senior Center, which is increasing based upon gasoline prices.

Recreational Supplies: Supplies related to numerous programs and activities (such as billiards, table tennis, volleyball, basketball, and arts and crafts) are purchased with this appropriation.

Recreational Contractual: This appropriation, which is consistent with the prior year, pays instructor fees for all instructional classes at the Elmwood Senior Center and is offset by Program Registration revenue.

Special Events: This account funds program support, supplies, entertainment, and refreshments for special events.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS

	<u>Actual</u> <u>2007</u>	<u>Actual</u> <u>2008</u>	<u>Actual</u> <u>2009</u>	<u>Actual</u> <u>2010</u>	<u>Actual</u> <u>2011</u>
Number of members	1,531	1,773	1,256	1,304	1,441
Number of instructional programs	215	177	135	139	208
Number of program registrations	1,085	1,037	758	776	1,075
Number of recreational, special events and trip visitations	49,741	49,176	34,884	53,626	56,783

COST CENTER: WEST HARTFORD SENIOR CENTER

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Memberships	\$34,435	\$32,307	\$11,399	\$32,390	\$35,000	8.3%
Program Registration	39,934	33,883	22,062	34,000	40,000	18.1%
Rental of Facilities	20,251	25,000	7,004	23,150	21,134	-15.5%
Special Events	18,063	20,000	11,293	20,000	20,000	
Contributions	<u>10,300</u>	<u>1,000</u>	<u>—</u>	<u>1,000</u>	<u>1,000</u>	
TOTAL	\$122,983	\$112,190	\$51,758	\$110,540	\$117,134	4.4%

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$ 81,153	\$83,417	\$38,889	\$83,417	\$72,239	-13.4%
Temporary Payroll	65,713	80,118	31,854	80,118	81,732	2.0%
Office Expense	5,963	9,599	1,987	7,599	9,599	
Dues and Travel	994	1,775	893	1,775	1,775	
Advertising	3,477	6,000	1,490	4,000	4,000	-33.3%
Printing/Binding	299	400	65	400	400	
Office Equipment	11,624	500	385	2,550	1,800	260.0%
General Contributions		500			500	
Telecommunications	2,403	1,840	910	2,540	2,540	38.0%
Recreational Supplies	383	500	123	500	500	
Recreational Contractual	31,305	26,455	16,939	26,455	26,455	
Social Security	<u>9,574</u>	<u>6,306</u>	<u>4,415</u>	<u>6,306</u>	<u>6,560</u>	4.0%
TOTAL	\$212,888	\$217,410	\$97,950	\$215,660	\$208,100	-4.3%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Facility Supervisor	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1	1	1

WEST HARTFORD SENIOR CENTER - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The West Hartford Senior Center is staffed with one full-time position. The budget assumes savings from an anticipated retirement.

Temporary Payroll: The temporary payroll appropriation funds part-time clerical staff who coordinate key components of the daily operation of the Senior Center including office duties, volunteer recruitment and monitoring, special event assistance, fitness center monitoring, bulletin production and other day-to-day issues that arise. The fiscal year 2013 appropriation reflects a cost-of-living increase.

Office Expense: Office supplies, printing/copying and postage for mailing bulletins, flyers and other informational publications to the senior members are charged to this account.

Dues & Travel: This appropriation is used to fund the Vermont Systems computer license, dues to the Statewide senior organization, licenses to show movies at the Senior Center and mileage reimbursements.

Advertising: The Senior Center advertises the fitness center, rental opportunities and participates in the departmental brochure distributed town-wide. The reduction in this appropriation reflects the use of on-line advertising and marketing to reduce costs.

Printing/Binding: The Board of Education print shop is used to print promotional materials for several special events, including the Entertainment Showcase and Senior Golf Tournament.

Office Equipment: The \$1,300 increase is attributed to the Center's annual fitness maintenance contract.

General Contributions: This appropriation funds scholarships for Senior programs, as needed.

Telecommunications: This account funds telephone, cable and internet services.

Recreational Supplies: This account funds supplies, such as game components or movie rentals, for classes and activities to better serve the patrons of the Senior Center.

Recreational Contractual: This appropriation pays for instructors that teach the many various classes offered by the WH Senior Center. Program registration revenue of \$40,000 offsets this expenditure.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS

	Actual <u>2007</u>	Actual <u>2008</u>	Actual <u>2009</u>	Actual <u>2010</u>	Actual <u>2011</u>
Number of members	1,235	1,192	999	965	862
Number of instructional programs	146	151	172	110	131
Number of program registrations	2,137	4,267	1,399	2,730	1,176
Number of recreational, special events and trip visitations	43,061	44,793	49,158	44,900	59,667

COST CENTER: PARKS & GYMS

SUMMARY OF REVENUES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Miscellaneous Charges for Services	\$2,995	\$ 9,205	\$ 555	\$	\$ 9,205	
Program Registration	2,600	5,900	2,650	2,650	5,900	
Rental of Facilities	26,241	15,000	3,313	15,000	15,000	
Contributions	<u>5,000</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	
TOTAL	\$36,836	\$30,105	\$6,518	\$17,650	\$30,105	

SUMMARY OF EXPENDITURES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$ 14,659	\$15,802	\$7,208	\$15,802	\$16,917	7.1%
Temporary Payroll	38,859	49,980	26,176	49,980	50,980	2.0%
Overtime	2,309	1,878	3		1,878	
Dues & Travel	150		50	50		
Training	537					
Advertising	394					
Professional Services	3,980					
Contractual Services	7,132	7,300	4,600	7,300	7,300	
Printing/Binding		150			150	
Uniforms & Laundry	400	400	527	527	400	
Telecommunications	371		139	139		
Vehicles & Equipment Expense	857	320	471	600	320	
Grounds Maintenance	3,302	3,983	618	3,900	3,983	
Recreational Supplies	1,955	2,500		2,000	2,500	
Recreational Contractual	500	1,500			1,500	
Town Assistance	5,273	4,325	4,553	4,553	4,325	
Social Security	<u>1,824</u>	<u>1,209</u>	<u>927</u>	<u>1,209</u>	<u>1,294</u>	7.0%
TOTAL	\$82,502	\$89,347	\$45,272	\$86,060	\$91,547	2.5%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Facility Supervisor	0.25				
Grounds Maintainer	<u>0.34</u>	<u>0.34</u>	<u>0.34</u>	<u>0.34</u>	<u>0.34</u>
TOTAL	0.59	0.34	0.34	0.34	0.34

PARKS & GYMS - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds a portion of a Grounds Maintainer position. The budget reflects a contractual cost-of-living and applicable merit increase for the union position.

Temporary Payroll: This appropriation, which is increased by a cost-of-living adjustment, funds staff at Camp Hillcrest, park supervision and winter gym supervisors.

Overtime: Labor costs associated with weekend operation, emergency call backs and spring set-ups are included in this account.

Contractual Services: This appropriation funds the set up of the Har-Tru tennis courts at Fernridge Park in the spring.

Printing/Binding: The Board of Education's print shop is used for the printing of staff manuals, parent manuals and flyers for Camp Hillcrest.

Uniforms & Laundry: In accordance with union contracts, uniforms and safety equipment are provided to staff.

Vehicles & Equipment Expense: This account is used for gasoline for trucks and equipment utilized in the parks operation.

Grounds Maintenance: Playground repairs and minor equipment repairs (such as tennis court nets) are paid with this appropriation.

Recreational Supplies: This appropriation is for first aid supplies, arts and crafts supplies, and sports equipment for Camp Hillcrest.

Recreational Contractual: Referee fees for two high school summer soccer leagues are funded via this budget.

Town Assistance: This appropriation pays for bus transportation to and from Kennedy Park for the Hillcrest Camp program.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	<u>Actual</u> <u>2007</u>	<u>Actual</u> <u>2008</u>	<u>Actual</u> <u>2009</u>	<u>Actual</u> <u>2010</u>	<u>Actual</u> <u>2011</u>
Park permits issued	28	19	25	20	19
Field uses scheduled (prior calendar year)	11,600	15,198	15,804	16,264	17,012

COST CENTER: OUTDOOR POOLS

SUMMARY OF REVENUES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
General Admission	\$45,809	\$58,600	\$47,089	\$53,000	\$58,600	
Memberships	27,182	20,000	12,195	14,000	20,000	
Miscellaneous Charges for Services	14,254	5,000	155	155	5,000	
Program Registration	<u>57,694</u>	<u>44,500</u>	<u>51,481</u>	<u>59,000</u>	<u>44,500</u>	
TOTAL	\$144,939	\$128,100	\$110,920	\$126,155	\$128,100	

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$ 37,737	\$40,451	\$18,619	\$39,922	\$41,521	2.6%
Temporary Payroll	242,724	228,294	192,773	235,992	232,860	2.0%
Overtime	3,209	8,182	1,658	6,326	6,942	-15.2%
Office Expense	1,039	1,220	690	1,249	1,220	
Dues and Travel	1,501	1,125	1,509	2,434	975	-13.3%
Advertising	2,216	6,000		6,000	6,000	
Contractual Services	9,057	10,200	10,028	10,028	10,200	
Uniforms & Laundry	513	500		500	500	
Telecommunications	2,058	3,360	998	2,325	3,300	-1.8%
Building Maintenance Vehicles & Equipment Expense	4,595	5,857	1,268	5,857	6,707	14.5%
	1,532	2,700	777	2,700	2,700	
Operating Expense - Miscellaneous	15,489	16,000	10,960	16,000	16,000	
Recreational Supplies	9,489	11,309	3,161	7,000	11,309	
Recreational Contractual	874		528	528		
Social Security	<u>6,497</u>	<u>3,429</u>	<u>4,421</u>	<u>3,429</u>	<u>3,500</u>	2.1%
TOTAL	\$338,530	\$338,627	\$247,390	\$340,290	\$343,734	1.5%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Leisure Services Manager	0.25	0.25	0.25	0.25	0.25
Facility Supervisor	0.25				
Grounds Maintainer	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>
TOTAL	0.83	0.58	0.58	0.58	0.58

OUTDOOR POOLS - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: This appropriation funds portions of a Leisure Services Manager position and a Grounds Maintainer position. The budget reflects contractual cost-of-living increases for union positions.

Temporary Payroll: This appropriation covers all staff at outdoor pools including Managers, Assistant Managers, Water Safety Instructors, Lifeguards, Swim Team Coaches, and Cashiers. In addition, there are four seasonal maintenance positions used for setting up the pools, maintaining the pools throughout the season, and providing grounds maintenance and event support. The fiscal year 2013 budget includes a cost-of-living increase.

Overtime: The overtime appropriation is used for set up of the four pool facilities and two splash pads, as well as maintaining a seven day a week operation throughout the summer season. In addition, these funds are used for emergency pool coverage.

Office Expense: The cost of staff manuals, daily revenue sheets and internet connectivity are funded via this appropriation.

Dues & Travel: This appropriation covers the recreational software license and mileage reimbursement for program coordinators, as well as certification courses necessary to maintain licenses for full-time staff .

Advertising: This appropriation funds advertising for the outdoor pool programs in the departmental brochure.

Contractual Services: This appropriation is for the cost of Ellis Associates and American Red Cross lifeguard safety programs.

Uniforms & Laundry: In accordance with union contracts, uniforms and safety equipment are provided to staff.

Telecommunications: This account funds telephone service at the outdoor pools and Beachland House, as well as cell phone costs for the Facility Supervisor.

Building Maintenance: This appropriation funds custodial supplies (paper products and cleaning chemicals), light bulbs, keys, minor hardware items, sensors for water monitoring and minor electrical supplies. Repairs and maintenance of a larger scale are funded via the Capital Non-Recurring Expenditure Fund.

Vehicles & Equipment Expense: The cost of fuel and general maintenance for one pickup truck used for transportation between pool locations is charged to this account.

Operating Expense - Miscellaneous: This account funds seasonal pool chemicals such as chlorine, calcium chloride, stabilizer, etc. in order to ensure that all pools are safe for public use.

Recreational Supplies: This appropriation covers all supplies associated with the outdoor pools including first aid and safety equipment, uniforms and supplies.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

PROGRAM PERFORMANCE MEASURES & INDICATORS

	Actual	Actual	Actual	Actual	Actual
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
Number of instructional programs	275	268	261	278	275
Number of swim lesson registrations	1,923	1,949	1,833	1,780	1,999

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

LEISURE SERVICES FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Charges for Services	\$2,731,075	\$2,963,434	\$2,764,443	\$2,865,558
Westmoor Park Contribution	20,000	20,000	20,000	20,000
Miscellaneous Revenue	<u>23,054</u>	<u>24,400</u>	<u>28,564</u>	<u>29,400</u>
Total Revenues & Other Resources	\$2,774,129	\$3,007,834	\$2,813,007	\$2,914,958

EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Community Programming	\$558,875	\$639,941	\$557,210	\$620,506
Skating Rink Services	850,534	827,254	827,888	864,969
Rockledge Golf Course	1,002,219	1,082,232	1,043,930	1,052,602
Buena Vista Golf Course	146,661	185,643	158,415	163,189
Cornerstone Pool Operations	74,203	56,602	56,910	57,436
WH Meeting & Conference Center	83,032	84,964	86,074	88,812
Celebrate West Hartford	<u>130,620</u>	<u>115,157</u>	<u>115,333</u>	<u>117,304</u>
Total Expenditures and Other Uses	\$2,846,144	\$2,991,793	\$2,845,760	\$2,964,818

CHANGE IN FUND BALANCE	(\$ 72,015)	\$ 16,041	(\$ 32,753)	(\$ 49,860)
BEGINNING BALANCE	(\$1,924,256)	(\$1,996,271)	(\$1,996,271)	(\$2,029,024)
ENDING BALANCE	(\$1,996,271)	(\$1,980,230)	(\$2,029,024)	(\$2,078,884)

Fund: Leisure Services Enterprise Fund
Department: Human and Leisure Services

PURPOSE:

This fund was established to account for all the costs associated with the Town's leisure services programs which currently include a skating rink, two golf courses, an indoor aquatic facility, a conference center, community programs, and the Town's annual Celebrate! West Hartford event. The purpose of the fund was to isolate the costs and revenues associated with the programs for accounting purposes while granting the program managers greater flexibility to allow them to better respond to customer demands for programs and to increase opportunities to be more entrepreneurial in their program offerings.

LONG TERM STRATEGY:

The Town's strategic plan for Leisure Services recommended a restructuring to align the department in order to focus on two key areas: Civic Engagement and Active & Healthy Lifestyle. Several of the programs subsidized by the General Fund budget were transferred to the General Fund beginning in fiscal year 2009, eliminating the subsidy to the Leisure Services Fund and enabling the department to focus on the operating results of the "self-supporting" leisure programs.

FUND PERFORMANCE:

Five Year History of Operating Results					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Revenues:</u>					
Charges for Service	\$3,655,000	\$3,809,000	\$2,725,000	\$2,774,000	\$2,731,000
Miscellaneous			24,000	20,000	23,000
TOTAL REVENUES	\$3,655,000	\$3,809,000	\$2,749,000	\$2,794,000	\$2,754,000
<u>Expenses:</u>					
Operational	\$4,466,000	\$4,843,000	\$2,760,000	\$2,885,000	\$2,846,000
TOTAL EXPENSES	\$4,466,000	\$4,843,000	\$2,760,000	\$2,885,000	\$2,846,000
TRANSFERS FROM OTHER FUNDS	939,000	958,000	20,000	62,000	20,000
OPERATING RESULTS	\$128,000	(\$76,000)	\$9,000	(\$29,000)	(\$72,000)
FUND BALANCE	(\$1,829,000)	(\$1,905,000)	(\$1,896,000)	(\$1,925,000)	(\$1,997,000)

Fund: Leisure Services Enterprise Fund
Department: Human and Leisure Services

REVIEW OF PERFORMANCE:

In fiscal year 2011, the Leisure Services Enterprise Fund experienced a net loss on a budgetary basis of \$72,015 bringing the fund deficit to \$1,996,271 at June 30, 2011.

FISCAL YEAR 2012 OPERATING RESULTS:

The adopted budget anticipated income of \$16,041 for fiscal year 2012. However, current estimates indicate a loss of \$32,753. Revenues are less than anticipated at Veteran's Skating Rink (\$68,000), Rockledge Golf Course (\$73,671) and Community Programming (\$61,027). While expenditures have been limited to the extent possible and are expected to be \$146,000 under budget, this is not enough to break-even.

FISCAL YEAR 2013 BUDGET:

The fiscal year 2013 budget estimates revenues of \$2,914,958 with expenditures of \$2,964,818, resulting in a loss of \$49,860. Operating results by program are detailed below.

Town of West Hartford Leisure Services Fund Operating Results per OCA FY 2012 Adopted vs. FY 2012 Estimated and FY 2013 Proposed				
		<u>2012 Adopted</u>	<u>2012 Estimated</u>	<u>2013 Proposed</u>
Community Programming	Revenue	\$ 539,479	\$ 478,452	\$ 542,169
	Expenditures	639,941	557,210	620,506
	Operating Income (Loss)	(100,462)	(78,758)	(78,337)
Veterans Skating Rink	Revenue	930,000	862,000	865,500
	Expenditures	827,254	827,888	864,969
	Operating Income (Loss)	102,746	34,112	531
Rockledge Golf Course	Revenue	1,126,855	1,053,184	1,086,289
	Expenditures	1,082,232	1,043,930	1,052,602
	Operating Income (Loss)	44,623	9,254	33,687
Buena Vista Golf Course	Revenue	136,500	136,371	137,000
	Expenditures	185,643	158,415	163,189
	Operating Income (Loss)	(49,143)	(22,044)	(26,189)
Cornerstone Aquatics	Revenue	65,000	65,000	65,000
	Expenditures	56,602	56,910	57,436
	Operating Income (Loss)	8,398	8,090	7,564
WHMCC	Revenue	85,000	88,000	89,000
	Expenditures	84,964	86,074	88,812
	Operating Income (Loss)	36	1,926	188
Celebrate! West Hartford	Revenue	125,000	130,000	130,000
	Expenditures	115,157	115,333	117,304
	Operating Income (Loss)	9,843	14,667	12,696
Total	Revenue	3,007,834	2,813,007	2,914,958
	Expenditures	2,991,793	2,845,760	2,964,818
	Operating Income (Loss)	\$ 16,041	\$ (32,753)	\$ (49,860)

LEISURE SERVICES ENTERPRISE FUND

The Leisure Services Enterprise Fund was established to provide the flexibility needed to maintain, improve and expand services to meet the continuously evolving needs of the community. The fund diminishes Leisure Service reliance on the General Fund, requiring that programs and services become self-supporting on a yearly basis.

BUDGET SUMMARY DEPARTMENT OF LEISURE SERVICES						
	Actual 2010-11	Adopted 2011-12	Actual 6 Months	Estimated 2011-12	Adopted 2012-13	Percent Change
<u>Expenditures:</u>						
Wages & Salaries	\$1,128,585	\$1,227,027	\$620,036	\$1,172,192	\$1,208,944	-1.5%
Operating Expense	1,208,895	1,152,129	723,191	1,108,764	1,155,797	0.3%
Equipment	877	48,000				-100.0%
Fringe Benefits	<u>507,787</u>	<u>564,637</u>	<u>284,239</u>	<u>564,804</u>	<u>600,077</u>	6.3%
TOTAL	\$2,846,144	\$2,991,793	\$1,627,466	\$2,845,760	\$2,964,818	-0.9%
<u>Revenues:</u>						
Charges for Services	\$2,731,075	\$2,963,434	\$1,378,620	\$2,764,443	\$2,865,558	-3.3%
Westmoor Park Contribution	20,000	20,000		20,000	20,000	
Miscellaneous Revenue	<u>23,054</u>	<u>24,400</u>	<u>18,664</u>	<u>28,564</u>	<u>29,400</u>	20.5%
TOTAL	\$2,774,129	\$3,007,834	\$1,397,284	\$2,813,007	\$2,914,958	-3.1%

	<u>Authorized Positions</u>			Revised	Adopted
Full-Time Positions:	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Director of Human & Leisure Services	0.25	0.25	0.25	0.25	0.25
Administrative Assistant	0.33	0.33	0.33	0.33	0.33
Leisure Services Manager	0.75	0.75	0.75	0.75	0.75
Facility Supervisor	0.25				
Skating Rink Supervisor	1	1	1	1	1
Staff Assistant	1	1	1	1	1
Recreational Specialist	1	1	1	1	1
Golf Course Superintendent	1	1	1	1	1
Crew Leader	2	2	2	2	1
Grounds Maintainer	2	2	2	2	3
Equipment Mechanic	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	10.58	10.33	10.33	10.33	10.33

The fiscal year 2013 Leisure Services Fund budget decreases \$26,975 or 0.9% from the prior year. Wages and salaries reflect cost-of-living increases for full-time employees offset by savings from an anticipated retirement and underfilling a Crew Leader position with a Grounds Maintainer. Operating expenses are consistent with the prior year. The request for equipment in fiscal year 2012 (a greens mower - \$28,000 and a sand pro - \$20,000 for the golf courses) has been eliminated for fiscal year 2013. In addition, fringe benefits increase due to the required contributions for pension and retiree health.

Fund: Leisure Services Enterprise Fund
Department: Human and Leisure Services

SUMMARY OF EXPENDITURES BY PROGRAM

<u>Program</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Community Programming	\$558,875	\$639,941	\$364,347	\$557,210	\$620,506	-3.0%
Skating Rink Services	850,534	827,254	407,728	827,888	864,969	4.6%
Rockledge Golf Course	1,002,219	1,082,232	640,087	1,043,930	1,052,602	-2.7%
Buena Vista Golf Course	146,661	185,643	92,738	158,415	163,189	-12.1%
Cornerstone Pool Operations	74,203	56,602	26,543	56,910	57,436	1.5%
WH Meeting & CC	83,032	84,964	39,717	86,074	88,812	4.5%
Celebrate West Hartford	<u>130,620</u>	<u>115,157</u>	<u>56,306</u>	<u>115,333</u>	<u>117,304</u>	1.9%
TOTAL	\$2,846,144	\$2,991,793	\$1,627,466	\$2,845,760	\$2,964,818	-0.9%

PROGRAM PERFORMANCE MEASURES & INDICATORS

	(Fiscal Year)				
	<u>Actual 2007</u>	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>
Total number of instructional programs offered	2,969	3,098	2,912	2,852	3,063
Total number of instructional program registrations for all programs	21,602	33,721	30,213	30,713	30,415
Value of subsidized use of recreational facilities	\$321,636	\$318,647	\$325,058	\$331,560	\$363,506
Public session attendance at Skating Rink	33,157	29,832	28,714	30,501	26,080
Number of golf rounds – Rockledge	49,146	48,401	47,374	48,874	43,527
Number of golf rounds – Buena Vista	15,334	17,483	15,373	15,042	14,164

Fund: Leisure Services Enterprise Fund
Department: Human and Leisure Services

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$625,660	\$671,514	\$312,812	\$642,450	\$664,829	-1.0%
Temporary Payroll	441,059	486,748	272,459	462,015	488,434	0.3%
Overtime	61,866	68,765	34,765	67,727	55,681	-19.0%
Office Expense	21,666	25,164	9,970	25,429	24,689	-1.9%
Dues and Travel	7,275	7,347	3,603	7,228	7,607	3.5%
Advertising	47,841	48,070	23,943	45,987	47,620	-0.9%
Professional Services	85,730	97,000	71,816	81,600	90,000	-7.2%
Contractual Services	71,986	91,149	43,661	79,924	78,909	-13.4%
Printing/Binding Services	4,961	7,300	3,409	5,926	7,700	5.5%
Office Equipment	1,706	7,556	3,000	7,556	7,556	
Uniforms & Laundry	4,904	4,750	1,971	4,550	4,750	
Utilities	232,183	155,136	77,571	153,359	189,959	22.4%
Telecommunications	10,148	11,979	4,603	10,939	11,779	-1.7%
Building Maintenance	41,834	41,171	24,458	42,571	42,171	2.4%
Vehicles & Equipment Expense	28,318	26,762	14,101	28,288	25,662	-4.1%
Operating Expense - Misc.	71,229	65,714	60,704	68,600	68,714	4.6%
Grounds Maintenance	70,965	81,059	63,881	76,559	71,559	-11.7%
Depreciation	26,605	31,321		31,321	31,321	
Merchandise for Resale	47,374	46,000	26,601	46,000	46,000	
Maintenance & Repairs	45,408	40,500	70,095	40,500	36,500	-9.9%
Recreational Supplies	39,344	46,251	34,478	38,085	48,851	5.6%
Recreational Contractual	277,563	256,000	167,968	253,037	251,550	-1.7%
Special Events	41,918	33,000	13,458	33,000	34,000	3.0%
Town Assistance	2,225	2,900	2,305	2,305	2,900	
Rental/Leases	28,589	26,000	1,595	26,000	26,000	
Operating Equipment		48,000				-100.0%
Social Security	57,917	52,682	28,254	53,091	52,568	-0.2%
Pension	153,412	175,347	87,675	175,347	199,547	13.8%
Risk Management Expense	<u>296,458</u>	<u>336,608</u>	<u>168,310</u>	<u>336,366</u>	<u>347,962</u>	3.4%
TOTAL	\$2,846,144	\$2,991,793	\$1,627,466	\$2,845,760	\$2,964,818	-0.9%

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

COMMUNITY DEVELOPMENT BLOCK GRANT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Community Development Block Grant	\$ 844,452	\$ 823,854	\$ 823,854	\$ 593,938
Prior Year Carryover		<u>98,912</u>	<u>98,912</u>	
Total Revenues & Other Resources	\$ 844,452	\$ 922,766	\$ 922,766	\$ 593,938

EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Housing Services	\$ 425,642	\$ 569,534	\$ 569,534	\$ 308,524
Public Service & CDBG Administration	<u>418,810</u>	<u>353,232</u>	<u>353,232</u>	<u>285,414</u>
Total Expenditures & Other Uses	\$ 844,452	\$ 922,766	\$ 922,766	\$ 593,938

Fund: Community Development Block Grant Fund
Department: Human and Leisure Services

PURPOSE

One of two segregated funds to account for Federal grant revenues from the US Department of Housing and Urban Development. A budget is adopted each year for the current year grant authorization. There are guidelines from HUD, which place limits on the amount of funding each year that can be used for administration, social service and local option programs and restrict the utilization of funds to low and moderate income beneficiaries.

LONG-TERM STRATEGY

The Town provides Housing Services and Public Services through this fund. Effective July 1, 2006 responsibility for Housing Services was transferred to the Community Services Department and Public Services to the Leisure Services Department. The fund will continue to appropriate its annual grant authorization to fund these services.

FUND PERFORMANCE

	Five Year History of Operating Results				
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Revenues:</u>					
Intergovernmental	\$911,000	\$1,214,000	\$911,000	\$859,000	\$844,000
Miscellaneous Revenue		4,000			
TOTAL REVENUES	\$911,000	\$1,218,000	\$911,000	\$859,000	\$844,000
<u>Expenditures:</u>					
Grant Activities	722,000	1,215,000	911,000	859,000	844,000
TOTAL EXPENDITURES	\$722,000	\$1,215,000	\$911,000	\$859,000	\$844,000
TRANSFERS (TO)FROM OTHER FUNDS	\$880,000				
OPERATING RESULTS	\$1,069,000	\$3,000	--	--	--
FUND BALANCE	(\$3,000)	--	--	--	--

CDBG HOUSING REHAB FUND BALANCE	(\$40,000)	(\$61,000)	(\$38,000)	(\$38,000)	(\$44,000)
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COMBINED FUND BALANCE	(\$43,000)	(\$61,000)	(\$38,000)	(\$38,000)	(\$44,000)
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Fund: Community Development Block Grant Fund

Department: Human and Leisure Services

REVIEW OF PERFORMANCE

The Community Development Block Grant Fund is a formula grant from the Federal government that is used to support eligible public service activities, housing rehabilitation projects and other construction. While two separate funds are utilized to segregate these activities, the source of funding is one Federal grant from HUD. The CDBG Housing Rehabilitation Fund is used to account for grants and loans made to eligible homeowners. This fund also accounts for loan repayments. In order to accurately present fund balance, both funds must be combined and viewed as one. A fiscal year may end with a negative balance only because the drawdown from HUD lags expenditures. Expenditures are shown on a budgetary basis and include end of year encumbrances.

FISCAL YEAR 2012 OPERATING RESULTS

The current year budget is projected to be fully expended. This could fluctuate depending upon actual expenditures and grant reimbursements received prior to the close of the fiscal year. Any remaining balance will be carried over through a budgetary amendment.

FISCAL YEAR 2013 BUDGET

The grant entitlement award for fiscal year 2013 is \$807,938, a reduction of \$195,916 from fiscal year 2012. Of this total, \$308,524 is budgeted in the CDBG Fund for: Housing Rehabilitation Administration (\$158,524) and Code Enforcement (\$150,000), while \$214,000 is budgeted in the CDBG-Housing Rehabilitation Fund for housing rehabilitation work. These programs are managed by the Community Services Department. The remaining \$285,414 is budgeted for Public Service and CDBG administration and is managed by the Human & Leisure Services Department. The reduction in funding has resulted in the reallocation of 0.75 positions in the Human and Leisure Services Department, from the CDBG Fund to the General Fund, in order to reduce the budget and meet HUD guidelines for program expenses.

Community Block Grant Entitlement			
<u>Fund</u>	<u>Department</u>	<u>Program</u>	<u>FY 2013 Budget</u>
CDBG (Fund 13)	Community Services	Housing Rehab Administration	\$158,524
CDBG (Fund 13)	Community Services	Code Enforcement	150,000
CDBG - Housing Rehab (Fund 14)	Community Services	Housing Rehabilitation	214,000
CDBG (Fund 13)	Human & Leisure	Hillcrest Outreach	84,182
CDBG (Fund 13)	Human & Leisure	Volunteer Services	34,261
CDBG (Fund 13)	Human & Leisure	CDBG Administration	<u>166,971</u>
		TOTAL	\$807,938

Fund: Community Development Block Grant Fund
Department: Human and Leisure Services

SUMMARY OF EXPENDITURES BY PROGRAM

<u>Program</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
CDGB – Administration	\$243,851	\$185,188	\$85,646	\$185,188	\$166,971	-9.8%
Hillcrest Outreach	112,734	103,054	44,885	103,054	84,182	-18.3%
Volunteer Services	<u>62,225</u>	<u>64,990</u>	<u>29,943</u>	<u>64,990</u>	<u>34,261</u>	-47.3%
Total Public Services	\$418,810	\$353,232	\$160,474	\$353,232	\$285,414	-19.2%

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$249,416	\$185,674	\$87,193	\$185,897	\$136,714	-26.4%
Temporary Payroll	11,733	23,890	8,515	19,514	21,361	-10.6%
Office Expense	1,099	1,594	200	1,306	1,399	-12.2%
Dues and Travel	394	780		490	550	-29.5%
Training		355		225	275	-22.5%
Advertising	380	571	241	571	571	
Printing/Binding Services		150	20	100	150	
General Contributions	10,000	10,000		10,000	10,000	
Utilities	3,038	3,600	1,105	2,550	3,650	1.4%
Telecommunications	783	880	261	820	880	
Building Maintenance	994	1,229	437	1,200	1,200	-2.4%
Grounds Maintenance	2,750			2,215	1,500	
Miscellaneous Supplies	272					
Special Events	3,613	3,986	107	7,821	2,825	-29.1%
Rental/Leases	4,000	4,000	4,000	4,000	4,000	
Social Security	19,259	13,625	6,945	13,625	13,625	
Pension	52,256	43,841	21,921	43,841	38,428	-12.3%
Risk Management Expense	<u>58,823</u>	<u>59,057</u>	<u>29,529</u>	<u>59,057</u>	<u>48,286</u>	-18.2%
Total Public Services	\$418,810	\$353,232	\$160,474	\$353,232	\$285,414	-19.2%

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
<u>Full-Time Positions:</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Director of Human & Leisure Services	0.05	0.05	0.05	0.05	0.05
Neighborhood Resource Coordinator	0.80	0.80	0.80	0.40	0.40
Community Partnership Manager	1	1	1	0.75	0.50
Case Manager Supervisor	0.05	0.05	0.05	0.05	0.05
Volunteer Coordinator	1	1	1	1	0.50
Senior Staff Assistant	<u>0.50</u>	<u>0.50</u>	<u>0.50</u>	<u>0.10</u>	<u>0.10</u>
TOTAL	3.40	3.40	3.40	2.35	1.60

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

WESTMOOR PARK FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Charges for Services	\$211,228	\$245,200	\$187,820	\$221,058
Trust Income	318,241	269,820	318,241	318,241
Interest Income	1,222	1,000	500	1,000
Miscellaneous Revenue	<u>4,736</u>	<u>4,000</u>	<u>4,600</u>	<u>5,000</u>
Total Revenues & Other Resources	\$535,427	\$520,020	\$511,161	\$545,299

EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Park Operations	\$437,314	\$536,387	\$ 450,088	\$392,650
Park Programs	102,968	94,343	104,657	108,459
Park Summer Camp				<u>101,430</u>
Total Expenditures & Other Uses	\$540,282	\$630,730	\$ 554,745	\$602,539

CHANGE IN FUND BALANCE	(\$ 4,855)	(\$ 110,710)	(\$ 43,584)	(\$ 57,240)
BEGINNING BALANCE	\$ 576,254	\$ 571,399	\$ 571,399	\$ 527,815
ENDING BALANCE	\$ 571,399	\$ 460,689	\$ 527,815	\$ 470,575

Fund: Westmoor Park Fund
Department: Human and Leisure Services
PURPOSE

A budgeted fund to account for income received from the Hunter Trust Fund and expenditures necessary to operate and maintain Westmoor Park. Westmoor is an environmental park located in West Hartford. The Fund pays for all operating expenses, maintenance cost and capital improvement costs associated with the facility. Revenue is received primarily from the Hunter Trust Fund and program revenues, as well as interest income on fund balance.

LONG-TERM STRATEGY

The financial goal of the Fund is to cover all operating expenses with revenues and to utilize fund balance for capital investments. In this way, the operations of Westmoor Park are self-sufficient and do not rely on the General Fund. The administration is currently in the process of amending the budget format to ensure that fund balance can be maintained at its current level.

FUND PERFORMANCE

Five Year History of Operating Results					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Revenues:</u>					
Intergovernmental			\$ 5,000		
Charges for Services	\$221,000	\$183,000	237,000	\$198,000	\$216,000
Interest Income	42,000	33,000	8,000		1,000
Trust Income	321,000	305,000	286,000	298,000	318,000
TOTAL REVENUES	\$584,000	\$521,000	\$536,000	\$496,000	\$535,000
<u>Expenditures:</u>					
Operational	\$508,000	\$592,000	\$589,000	\$541,000	\$512,000
TOTAL EXPENDITURES	\$508,000	\$592,000	\$589,000	\$541,000	\$512,000
TRANSFERS TO					
OTHER FUNDS	(\$128,000)	(\$28,000)	(\$153,000)	(\$28,000)	(\$28,000)
OPERATING RESULTS	(\$52,000)	(\$99,000)	(\$206,000)	(\$73,000)	(\$5,000)
FUND BALANCE	\$954,000	\$855,000	\$649,000	\$576,000	\$571,000

Fund: Westmoor Park Fund
Department: Human and Leisure Services

REVIEW OF PERFORMANCE

Prior to fiscal year 2008, the fund had consistently achieved its goal of earning revenues sufficient to cover all operating expenses (excluding capital outlay). However, in fiscal years 2008-2011 decreasing trust income and increasing expenditures resulted in a use of fund balance. Fund balance at June 30, 2011 was reduced to \$571,399.

FISCAL YEAR 2012 OPERATING RESULTS

The fund is expected to generate revenues of \$511,161 with corresponding expenditures of \$554,745, resulting in a reduction of fund balance of \$43,584. Fund balance at June 30, 2012 will approximate \$528,000.

FISCAL YEAR 2013 BUDGET

The fiscal year 2013 budget anticipates revenues of \$545,299 with corresponding expenditures of \$602,539, resulting in a use of fund balance of \$57,240. As detailed on the previous page, revenues have not been able to keep pace with increasing expenditures, particularly given the fund's reliance on trust income, which has decreased with the downturn in the economy.

PROGRAM PERFORMANCE MEASURES & INDICATORS					
	<u>Actual</u> <u>2007</u>	<u>Actual</u> <u>2008</u>	<u>Actual</u> <u>2009</u>	<u>Actual</u> <u>2010</u>	<u>Actual</u> <u>2011</u>
Number of instructional programs	557	730	695	648	737
Number of instructional program registrations	2,199	11,519	11,619	10,895	10,718
Number of Group tours/ birthday parties	271	499	374	176	208
Program attendance-public classes/services	8,650	15,857	11,495	10,291	6,376
Program attendance-groups attending	11,496	9,452	7,124	9,321	9,155

WESTMOOR PARK FUND

MISSION

The mission of Westmoor Park is to promote, through interpretive programs, the acquisition of knowledge, attitudes, and a lifelong commitment to stewardship of the environment. In addition, it is expected that operating and capital costs will be paid by revenues from the Hunter Trust, Westmoor Park Fund and program fees.

BUDGET SUMMARY						
DEPARTMENT OF LEISURE SERVICES						
	<u>Actual</u>	<u>Adopted</u>	<u>Actual</u>	<u>Estimated</u>	<u>Adopted</u>	<u>Percent</u>
<u>Expenditures:</u>	<u>2010-11</u>	<u>2011-12</u>	<u>6 Months</u>	<u>2011-12</u>	<u>2012-13</u>	<u>Change</u>
Wages & Salaries	\$294,584	\$354,380	\$153,196	\$305,060	\$323,455	-8.7%
Operating Expense	103,121	125,556	48,692	99,291	113,596	-9.5%
Equipment		2,000		1,600	2,000	
Fringe Benefits	<u>142,577</u>	<u>148,794</u>	<u>59,590</u>	<u>148,794</u>	<u>163,488</u>	9.9%
TOTAL	\$540,282	\$630,730	\$261,478	\$554,745	\$602,539	-4.5%
<u>Revenues:</u>						
Charges for Services	\$211,228	\$245,200	\$ 46,311	\$187,820	\$221,058	-9.8%
Trust Income	318,241	269,820	94,416	318,241	318,241	17.9%
Interest Income	1,222	1,000		500	1,000	
Miscellaneous Revenue	<u>4,736</u>	<u>4,000</u>	<u>2,347</u>	<u>4,600</u>	<u>5,000</u>	25.0%
TOTAL	\$535,427	\$520,020	\$143,074	\$511,161	\$545,299	4.9%

	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
<u>Full-Time Positions:</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Park Naturalist	1	1	1	1	1
Assistant Park Naturalist	1	1	1	1	1
Facility Supervisor	0.25				
Grounds Maintainer	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>
TOTAL	2.58	2.33	2.33	2.33	2.33

BUDGET & PROGRAM HIGHLIGHTS

The fiscal year 2013 Westmoor Park Fund budget reflects revenue of \$545,299 with corresponding expenditures totaling \$602,539. Estimated revenue from trust income increases \$48,421 based upon investment performance of the Trust Fund. Expenditures decrease \$28,191 due to temporary payroll (\$37,231) and recreational contractual (\$10,000) reductions, offset by contractual cost-of-living adjustments for full-time employees. In addition, fringe benefits increase due to the required contributions for pension and retiree health.

Hunter Trust Income

The Hunter Trust Fund provides for the majority of this fund's annual operational revenue. Based on the terms of the trust fund, 50% of the annual interest earned in the Hunter Trust (which is managed by Bank of America) goes to the Westmoor Park Fund. In fiscal year 2013, this amount is estimated to be \$318,241. In accordance with the Hunter Trust, if revenues exceed annual operating costs, the surplus is returned to the Westmoor Park Fund.

Fund: Westmoor Park Fund
Department: Human and Leisure Services

SUMMARY OF EXPENDITURES

<u>Expenditures</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$135,283	\$142,260	\$65,848	\$142,290	\$148,566	4.4%
Temporary Payroll	156,850	210,720	86,981	161,618	173,489	-17.7%
Overtime	2,451	1,400	367	1,152	1,400	
Office Expense	4,833	9,000	2,680	5,000	8,510	-5.4%
Dues and Travel	659	1,050	385	735	1,000	-4.8%
Training	1,070	1,600		1,600	1,600	
Advertising	10,178	8,000	3,062	7,000	7,995	
Professional Services	5,757	6,400	3,020	6,500	6,000	-6.3%
Contractual Services	7,206	11,500	5,651	11,040	9,200	-20.0%
Printing/Binding Services	177	500	80	200	500	
Information Technology	83					
Miscellaneous Admin. Expense	262	500	15	300	800	60.0%
Utilities	23,465	14,406	7,203	14,406	16,091	11.7%
Telecommunications	1,928	1,500	773	1,760	1,700	13.3%
Building Maintenance	18,211	22,300	11,631	20,300	21,300	-4.5%
Vehicles & Equipment Expense	2,705	2,500	1,224	2,200	2,500	
Operating Expense – Miscellaneous	1,559	3,000	872	2,000	1,500	-50.0%
Grounds Maintenance	2,618	2,000	4,600	5,500	3,000	50.0%
Merchandise for Resale	102	1,000	118	300	1,000	
Maintenance & Repairs	4,072	3,900	1,665	4,500	4,000	2.6%
Miscellaneous Supplies	1,908	4,000	1,595	3,300	4,500	12.5%
Recreational Supplies	5,502	5,000	1,048	3,500	5,000	
Recreational Contractual	4,015	20,000	713	3,000	10,000	-50.0%
Insured Program Expenses	6,751	7,000	2,297	6,000	7,000	
Library Materials	60	400	60	150	400	
Information Technology Equipment		2,000		1,600	2,000	
Social Security	12,529	13,548	6,122	13,548	12,280	-9.4%
Pension	29,045	34,061	17,031	34,061	40,642	19.3%
Risk Management Expense	72,688	72,870	36,437	72,870	82,251	12.9%
Transfers Out	<u>28,315</u>	<u>28,315</u>	<u> </u>	<u>28,315</u>	<u>28,315</u>	
Total Department	\$540,282	\$630,730	\$261,478	\$554,745	\$602,539	-4.5%

DEPARTMENT: HUMAN AND LEISURE SERVICES

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2011-12	Adopted 2012-13
	2009-10	2010-11	2011-12		
<u>GENERAL FUND</u>					
Director of Human & Leisure Services	0.7	0.7	0.7	0.7	0.7
Administrative Assistant	0.67	0.67	0.67	0.67	0.67
Human Services Manager		0.95	0.95	0.95	0.95
Case Manager Supervisor	0.95				
Social Worker	2	2	2	2	2
Leisure Services Manager	0.25	0.25	0.25	0.25	0.25
Facility Supervisor	2.5	2	2	2	2
Program Supervisor	1	1	1	1	1
Executive Assistant	1	1	1	1	1
Grounds Maintainer	0.67	0.67	0.67	0.67	0.67
Senior Staff Assistant	0.5	0.5	0.5	0.9	0.9
Neighborhood Resource Coordinator	0.2	0.2	0.2	0.6	0.6
Community Partnerships Manager				0.25	0.5
Volunteer Coordinator					<u>0.5</u>
TOTAL GENERAL FUND	10.44	9.94	9.94	10.99	11.74
<u>COMMUNITY DEVELOPMENT</u>					
<u>BLOCK GRANT FUND (CDBG)</u>					
Director of Human & Leisure Services	0.05	0.05	0.05	0.05	0.05
Neighborhood Resource Coordinator	0.8	0.8	0.8	0.4	0.4
Community Partnerships Manager	1	1	1	0.75	0.5
Human Services Manager		0.05	0.05	0.05	0.05
Case Manager Supervisor	0.05				
Volunteer Coordinator	1	1	1	1	0.5
Senior Staff Assistant	<u>0.5</u>	<u>0.5</u>	<u>0.5</u>	<u>0.1</u>	<u>0.1</u>
TOTAL CDBG FUND	3.4	3.4	3.4	2.35	1.6
<u>LEISURE SERVICES FUND</u>					
Director of Human & Leisure Services	0.25	0.25	0.25	0.25	0.25
Administrative Assistant	0.33	0.33	0.33	0.33	0.33
Leisure Services Manager	0.75	0.75	0.75	0.75	0.75
Facility Supervisor	0.25				
Skating Rink Supervisor	1	1	1	1	1
Staff Assistant	1	1	1	1	1
Recreational Specialist	1	1	1	1	1
Golf Course Superintendent	1	1	1	1	1
Crew Leader	2	2	2	2	1
Grounds Maintainer	2	2	2	2	3
Equipment Mechanic	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL LEISURE SERVICES FUND	10.58	10.33	10.33	10.33	10.33

ANNUAL BUDGET 2012-2013

DEPARTMENT: HUMAN AND LEISURE SERVICES (continued)

POSITION	Authorized Positions			Revised 2011-12	Adopted 2012-13
	2009-10	2010-11	2011-12		
<u>WESTMOOR PARK FUND</u>					
Park Naturalist	1	1	1	1	1
Assistant Park Naturalist	1	1	1	1	1
Facility Supervisor	0.25				
Grounds Maintainer	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>	<u>0.33</u>
TOTAL WESTMOOR PARK FUND	2.58	2.33	2.33	2.33	2.33
 TOTAL HUMAN AND LEISURE SERVICES DEPARTMENT	 27	 26	 26	 26	 26

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DEPARTMENT OF LIBRARY SERVICES

MISSION

The mission of the West Hartford Public Library is to be the leading provider of information - through free access to collections, programs and services - for our diverse community. Our goals to meet this mission are to:

- Provide collections and resources that support life-long learning, literacy and personal growth and enrichment for our diverse community.
- Provide resources for all townspeople to become better informed about their community and government at all levels and to make knowledgeable decisions in daily life.
- Strengthen internal and external communications.
- Offer a diverse variety of quality programs for the enrichment of the West Hartford community.

BUDGET SUMMARY						
DEPARTMENT OF LIBRARY SERVICES						
<u>Expenditures:</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Wages & Salaries	\$2,141,717	\$2,248,300	\$1,039,777	\$2,248,300	\$2,366,857	5.3%
Operating Expense	628,355	643,215	449,429	643,215	643,215	
Social Security	149,050	154,260	73,426	154,260	162,333	5.2%
TOTAL	\$2,919,122	\$3,045,775	\$1,562,632	\$3,045,775	\$3,172,405	4.2%
<u>Revenues:</u>						
Intergovernmental Revenues	\$ 3,465	\$ 2,500	\$	\$ 2,500	\$ 2,500	
Fines & Forfeitures	81,042	86,000	37,033	86,000	86,000	
TOTAL	\$84,507	\$88,500	\$37,033	\$88,500	\$88,500	

	Authorized Positions			Revised	Adopted
Full-Time Positions:	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
General Fund	<u>26</u>	<u>25</u>	<u>25*</u>	<u>25*</u>	<u>24</u>
TOTAL	26	25	25*	25*	24

* - One position was unfunded in fiscal years 2011 and 2012.

BUDGET & PROGRAM HIGHLIGHTS

The West Hartford Public Library continues to experience increased use during the economic downturn. This is reflected in the department's activity levels and performance measurement data. Circulation and attendance figures have held steady, but the greatest growth has been in the use of on-line resources including internet usage and downloadable media. The library's website maintains an average of 1,000 hits a day, and with the proliferation of electronic devices, the library is reaching out to users in a variety of ways, including a list serve, Facebook, Twitter and mobile applications. The library continues to respond to needs in the community – for assistance in job searching, programs and materials for families, and more computer training.

The budget for fiscal year 2013 reflects an increase of 4.2% over the fiscal year 2012 budget. Wages and salaries reflect contractual cost-of-living and merit increases. One vacant full-time position has been eliminated but offset, in part, by part-time workers who create and produce programming for preschoolers and elementary students. The 5.2% increase in social security is consistent with increased wages.

COST CENTER: MANAGEMENT DIVISION

SUMMARY OF REVENUES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Library Grant	\$ 3,465	\$ 2,500	\$	\$ 2,500	\$ 2,500	
Adult Library Fines	63,439	65,000	29,548	65,000	65,000	
Children's Library Fines	10,169	12,000	4,530	12,000	12,000	
Lost Material Payment	<u>7,434</u>	<u>9,000</u>	<u>2,955</u>	<u>9,000</u>	<u>9,000</u>	
TOTAL	\$84,507	\$88,500	\$37,033	\$88,500	\$88,500	

SUMMARY OF EXPENDITURES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$128,266	\$161,140	\$72,286	\$160,360	\$167,030	3.7%
Temporary Payroll	44,169	42,344	10,904	42,344	43,131	1.9%
Overtime	19	810		810	825	1.9%
Education Premium Pay	384		332	780	780	
Office Expense	15,875	22,250	6,552	22,250	21,650	-2.7%
Dues and Travel	2,332	3,220	1,544	3,220	3,220	
Professional Services	563	3,500	1,897	3,350	3,500	
Contractual Services	729	600	716	750	1,200	100.0%
Printing/Binding Services	263	1,000	243	1,000	1,000	
Office Equipment	2,122	2,750	490	2,750	2,750	
Telecommunications	12,049	15,000	5,001	15,000	15,000	
Rental/Leases	3,900	5,000		5,000	5,000	
Social Security	<u>12,993</u>	<u>14,506</u>	<u>6,328</u>	<u>14,506</u>	<u>14,988</u>	3.3%
TOTAL	\$223,664	\$272,120	\$106,293	\$272,120	\$280,074	2.9%

FULL-TIME POSITION SCHEDULE

	<u>Authorized Positions</u>			<u>Revised</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Director of Library Services	1	1	1	1	1
Executive Assistant	1				
Administrative Assistant	-	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	2	2	2	2	2

MANAGEMENT DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Administration oversees the hiring, training, and evaluation of 24 full-time and approximately 75 part-time positions. They produce the bi-weekly payroll, process all bills, and prepare budget documents and reports for the Town and for the Library Board, which is charged with oversight of library operations. They are also charged with oversight of the physical plant of all three locations in cooperation with the Plant & Facilities Services department. With the Library Board, they propose and review policies for provision of services and programs of the libraries, both onsite and in the wider community.

Regular Payroll: The management operation is staffed by two full-time positions - the Director and an Administrative Assistant. Wages and salaries reflects cost-of-living and merit increases.

Temporary Payroll: Temporary payroll maintains existing staff levels and reflects a cost-of-living increase. A Library Assistant (750 hours) provides staffing for the Community Services librarian who manages library public relations, maintains the library website, directs programming for adults and special projects. A Graphic Designer (900 hours) assists with website updates, produces signs and fliers, displays, and arranges for art.

Overtime: This appropriation is used for the taking of minutes at the monthly Library Board meeting.

Education Premium Pay: Members of the clerical union are eligible for education attainment payments of \$480 for an Associates Degree or \$780 for a Bachelor's Degree.

Office Expense: This appropriation covers the cost of office supplies that are shared across the system. Supplies are purchased using discounted pricing through the Town, CT Library Consortium, and State Department of Administration. Ordering is processed centrally in order to maximize discounts and minimize shipping and handling fees, etc. Supplies include envelopes and mailers, copy paper for internal use, toner, stationery, and library specific products. This appropriation has been reduced by utilizing e-mail notices and electronic documents, thereby reducing postage and paper costs.

Dues & Travel: The appropriation for dues and travel maintains memberships in library-related organizations and attendance at workshops, such as those sponsored by the State Library and CT Library Association, averaging \$20 per 1/2 day, and for several staff to attend the annual Connecticut and New England Library Association conferences. Workshops are vital to skill building, updating understanding of information technologies and their application to library work, and for customer service, supervision, and computer training. Mileage costs cover programs including monthly outreach to assisted living and nursing homes, and delivery of materials to homebound and childcare facilities.

Professional Services: This appropriation is used for hiring presenters for programs open to the public and staff training. Funding has been used to bring workshop presentations to the library, enabling the library to provide in-house training for the entire staff at one time. It has also been used to hire consultants to help with planning, updating of technology, etc., in cases where that capacity does not exist on the staff. This also funds presentations to the public - programs for all ages from preschoolers through Seniors - including author talks, discussions of local theater and art exhibits, puppetry and science programs for children, writing contests for teens, film series, and lectures on topics of interest such as health care and bullying.

Contractual Services: This appropriation is for banking services fees related to credit card revenues.

Printing: This appropriation finances the costs associated with printing done by the Board of Education's print shop including forms such as library card applications, flyers for programs, and other printing that is unique to the library.

Office Equipment: This appropriation allows for the purchase and/or replacement of office equipment that has aged or fallen into disrepair.

Telecommunications: This funds desktop telephone services and faxes at the library's three locations, for maintenance, long distance calls and circuits.

Rental/Leases: The cost of the library's automated circulation system has been factored into each division's budget, based on the usage by each. See the Technical Services Division for more information.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

West Hartford Public Library Sees Increased Use

West Hartford libraries continue to experience high usage, as detailed in the table below.

PROGRAM PERFORMANCE MEASURES & INDICATORS

	<u>Actual 2008</u>	<u>Actual 2009</u>	<u>Actual 2010</u>	<u>Actual 2011</u>
<u>Library Customer Services:</u>				
Library Customer Attendance	n/a	559,963	567,221	511,325
Total Library Loans	704,828	798,099	816,462	805,609
Loans per Capita	11.0	12.3	12.6	12.4
Hours of Computer Use	n/a	n/a	56,117	82,725
Reference Inquiries	75,388	88,789	87,640	72,747
Electronic Information Retrievals	298,823	311,522	507,101*	370,881
Visitors to library website	257,993	359,378	369,863	343,721

n/a – information is not available

* Methodology for calculating retrievals varied in fiscal year 2010.

COST CENTER: TECHNICAL SERVICES DIVISION

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$252,143	\$263,606	\$121,564	\$263,606	\$276,410	4.9%
Temporary Payroll	113,353	122,158	55,934	122,158	125,765	3.0%
Office Expense	24,166	21,500	9,013	21,500	21,500	
Dues and Travel	374	480		480	480	
Information Technology	4,149	5,500	364	5,500	5,500	
Rental/Leases	29,425	29,925	26,154	29,925	29,925	
Social Security	<u>23,338</u>	<u>25,949</u>	<u>11,637</u>	<u>25,949</u>	<u>27,058</u>	4.3%
TOTAL	\$446,948	\$469,118	\$224,666	\$469,118	\$486,638	3.7%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Librarian III	1	1	1	1	1
Librarian I	1	1	1	1	1
Library Specialist	1	1	1	1	1
Library Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	4	4	4	4	4

TECHNICAL SERVICES DIVISION - BUDGET AND PROGRAM HIGHLIGHTS

Staff orders materials, reconciles orders and invoices with bill paying, catalogs and prepares materials for the collection, and assists on the public service desks. The technical staff is charged with maintaining and upgrading the library's networks and coordinating these with the town network, the library's shared ILS system with 25 other area libraries, and the CT Educational Network which provides high-speed access. There are over 170 computers to be maintained throughout the system – for the use of the public, as well as for staff and public service areas. Wireless networks are available for the public in each location as well.

Regular Payroll: The Technical Services Division is staffed by 4 full-time positions. The head of Automated Services, Librarian III, is charged with supervision of both Technical and Circulation Services. A Librarian I (Cataloger) is in charge of the technical processing area, while the computer technicians report directly to the Division Head. The budget maintains the existing staff level and reflects contractual cost-of-living increase and merit increases.

Temporary Payroll: There are 8 part-time positions (3.1 FTE's) in this division. The budget maintains the existing staff level and includes a cost-of-living increase.

Office Expense: This appropriation is used for supplies needed for circulating materials, such as covers for books, cases for CDs and DVDs, and security products. These are purchased from library vendors with whom discounts are negotiated on a statewide basis by CT Library Consortium (CLC).

Dues & Travel: This appropriation is used to pay for workshops and travel for the division. (See Management Division description for detail.)

Information Technology: This appropriation is used to purchase software, which is mounted on servers and licensed for users on the library network. Discounts available to educational institutions, members of library consortia, etc, are used to minimize costs.

How Regional Library Sharing Saves Money

West Hartford Public Library "leases" its Integrated Library System (ILS) in conjunction with 25 other libraries in Hartford County - sharing the costs of staffing, capital equipment, maintenance, software updates, etc. This consortium, Library Connections, Inc., is a private non-profit with offices in Windsor that was set up to operate this system, at a total cost for fiscal year 2013 of \$1,057,751, an increase of \$8,136 over the previous year. West Hartford's share of the cost for fiscal year 2013 is \$72,750 (covering all three locations), equal to fiscal year 2012 costs. This fee is less than the cost of one full-time employee with benefits, and provides access to 24/7 service with training, troubleshooting, capital, and maintenance costs. Fees are based on a formula that takes into account circulation figures for the past year, the number of registered borrowers, and number of items in the library's collection.

Rental/Leases: This appropriation is used to pay for the yearly cost of the library's Integrated Library System (software that runs the online catalog, materials circulation, and magazine check-in) and the additional products and service subscriptions, with their associated maintenance fees. The cost of the library's automated services is factored into each division's budget, based on the utilization by each. With the addition of self-check stations our maintenance costs have risen.

<u>Service</u>	<u>FY 2012</u>	<u>FY 2013</u>
Integrated Library System (ILS)	\$72,193	\$72,750
ILS Telecommunications Fee	750	750
Cataloging and Interlibrary Loan	6,625	7,000
Web Hosting	1,000	1,000
Statewide Library Catalog	325	325
Web Filtering Software	3,900	4,300
3M Service Contract - Security Gates	2,825	2,895
3M Service Contract - Self Check Units	10,725	11,030
3M Fines & Fees License	<u>4,300</u>	<u>3,734</u>
Total	\$102,643	\$103,784

Social Security: This appropriation is for required federal payments based upon actual wages paid.

COST CENTER: CIRCULATION SERVICES

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$180,018	\$187,069	\$86,583	\$187,069	\$198,981	6.4%
Temporary Payroll	114,546	105,420	49,028	105,420	109,886	4.2%
Overtime		500		500	500	
Education Premium Pay	1,125	780	332	780	1,560	100.0%
Office Expense	2,491	2,750	1,408	2,750	2,750	
Dues and Travel	311	350	148	350	350	
Rental/Leases	9,538	9,500	9,538	9,500	9,500	
Social Security	<u>19,281</u>	<u>19,680</u>	<u>9,450</u>	<u>19,680</u>	<u>20,785</u>	5.6%
TOTAL	\$327,310	\$326,049	\$156,487	\$326,049	\$344,312	5.6%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u>	<u>Adopted</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Librarian I	1	1	1	1	1
Library Assistant	<u>4</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>
TOTAL	5	4	4	4	4

CIRCULATION SERVICES - BUDGET AND PROGRAM HIGHLIGHTS

The responsibilities of the circulation staff are to check materials out and in, assess fines and fees, provide materials requested by specific patrons, send out notices, and prepare materials for shipping to/from the branch libraries and libraries across the state.

Regular Payroll: The Circulation Services Division is staffed by 4 full-time positions at the Noah Webster Library. The Circulation Librarian I supervises the staff at the Noah Webster Library, as well as staff at the public service desks in the Children's Room and at each branch. The supervision of these positions is shared with the Division Head. The budget reflects contractual cost-of-living increases and merit increases.

Temporary Payroll: There are currently 15 PT positions (2.0 FTE's) and 11 Pages (2.4 FTE's) in this division. The budget maintains the existing staffing level and includes cost-of-living adjustments to maintain the minimum compensation for a grade level. Note that several volunteers work in this department, assisting with shelving and maintaining the order of materials.

Overtime: This appropriation is used to pay wages for staff who voluntarily agree to work on Sundays in addition to their normal work week. Full-time staff are paid their normal hourly rate, plus a differential of \$30 per Sunday (a contracted amount which has not changed since the 1980's). Wages for part-time staff who work Sundays are included in temporary payroll.

Education Premium Pay: Members of the clerical union are eligible for education attainment payments of \$480 for an Associates Degree or \$780 for a Bachelor's Degree.

Using Self Service to Increase Efficiency

In a continuing trend, self-service and on-line use has increased at the library. Self-service statistics show that:

Holds - 74% of the 75,778 holds were placed by the user from home

Renewals - 73% of the 142,877 renewals were done via the public catalog

Checkouts - 27% of 665,313 checkouts were done via the self-checkout units

There appear to be two reasons patrons do not use the checkout function more commonly: (1) they must wait in line to get their parking tickets validated; and (2) the complexity of the optical barcode/EM security system used in the self-checkout units. The library had planned to implement a radio frequency identification system, like those used at Wal-Mart, but this has not been possible given the present economy and will be pursued at a later date.

Office Expense: This appropriation covers the cost of supplies that are bought specifically for circulation activities such as forms for library card applications, library cards, receipt paper, etc.

Dues & Travel: This appropriation is used to pay for workshops and travel for the division. (See Management Division description for detail.)

Rental/Leases: The cost of the library's automated circulation system has been factored into each division's budget, based on the utilization by each. (See Technical Services budget)

Social Security: This appropriation is for required federal payments based upon actual wages paid.

COST CENTER: ADULT SERVICES

SUMMARY OF EXPENDITURES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$301,907	\$313,499	\$148,539	\$313,499	\$314,451	0.3%
Temporary Payroll	117,412	129,176	57,452	129,176	134,343	4.0%
Overtime	3,417	5,101	1,057	5,101	5,366	5.2%
Office Expense	4,274	6,000	1,196	5,833	6,000	
Dues and Travel	160	550	170	550	550	
Professional Services	800	500	450	500	500	
Rental/Leases	23,010	22,250	22,417	22,417	22,250	
Library Materials	260,866	259,944	198,720	259,944	259,944	
Social Security	<u>29,931</u>	<u>31,157</u>	<u>14,785</u>	<u>31,157</u>	<u>31,591</u>	1.4%
TOTAL	\$741,777	\$768,177	\$444,786	\$768,177	\$774,995	0.9%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Librarian III	1	1	1	1	1
Librarian II	1	1	1	1	1
Librarian I	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	4	4	4	4	4

ADULT SERVICES - BUDGET AND PROGRAM HIGHLIGHTS

Staff work on the main floor at Noah Webster, provide reference and information services in person, by telephone and email; maintain the adult materials collection by recommending items for purchase and weeding outdated materials - balancing the topics and formats of the collection; provide online resources as well as training in their use, website development and maintenance; and organize programs to highlight these services and resources. The staff locates specialized materials available from other institutions for patrons who need them. They offer classes in computer use for job seekers and others. Professional staff also provide classes in English conversation, oversee book discussions, a French discussion group, and writers' workshops for screen plays, fiction and poetry. They reach out to underserved portions of the population – those whose English skills are developing (with resources in the library's "Welcome Centers") and to the physically challenged - with web page content and resources in a variety of formats including downloadable books, along with accessible workstations at all locations.

Regular Payroll: The Adult Services Division is staffed by 4 full-time positions on the main level at the Noah Webster Library. The budget reflects contractual cost-of-living and merit increases for the union positions.

Demand for Library E-books

The number of e-book check outs jumped 427% from December 2010 to December 2011 and the number of reserves jumped 325%. This was due to a sharp increase in e-reader and tablet ownership, growing customer awareness of the library's downloadable book collection, and the addition of Amazon Kindle compatibility in fall 2011.

E-Books	2010	2011	% increase
Check outs	772	4068	427%
Reserves	691	2935	325%
Expenditures	\$500	\$6,200	1140%

The library currently provides access to more than 4,500 e-books through a shared catalog maintained by Library Connection Inc., a non-profit consortium of libraries. To keep pace with the skyrocketing demand for e-books, the library ramped up spending on this format and anticipates exponential growth in the coming years.

Temporary Payroll: There are 11 part-time positions, 5 clerical and 6 professional (3.6 FTE's), in this division. The budget maintains the existing staff hours and provides cost-of-living increases. Clerical positions help to maintain and update special collections and assist users in the computer lab; professionals provide patron service to fill out the daily schedule as well as fulfilling the critical role of the "person in charge" when full-time staff are not available and to teach classes as described above.

Overtime (Sunday Hours): This appropriation is used to pay wages for Adult Services staff who voluntarily agree to work on Sundays in addition to their normal work week. Full-time staff are paid their normal hourly rate, plus a differential of \$30 per Sunday (a contracted amount which has not changed since the 1980's). Wages for part-time staff who work Sundays are included in temporary payroll.

Office Expense: This appropriation covers the cost of supplies that are specific to the public service area such as magazine covers, archival supplies for the Local History collection, display and bulletin board materials, bookmarks, posters, and signs for special collections.

Dues & Travel: This appropriation is used to pay for workshops and travel for the division. (See Management Division description for detail.)

Professional Services: This appropriation is used to hire presenters for programs open to the public such as author talks, discussions of local theater and art exhibits, film series and lectures on topics of interest.

Rental/Leases: The cost of the library's automated circulation system has been factored into each division's budget, based on the utilization by each. (See the Technical Services budget for details.)

Library Materials: This appropriation is for the purchase of library materials in all formats for the adult collection at the Noah Webster Library. It includes books, periodicals and newspapers, large-type materials, music CDs, audio books (including books on CD, downloadable audio books and PlayAways) and movies in DVD and Blu-Ray format. In addition to circulating materials, this appropriation covers the cost of print and digital reference books and system-wide online research databases. In recent years, the library has been selectively migrating print reference sources to their electronic equivalents so that customers have round-the-clock and offsite access to these resources via the library website.

The library builds as broad of a books and audio-visual materials collection as possible. Most items are ordered with negotiated discounts for library purchases; titles are discounted up to 46.5% off the list price, and are shipped to the library at no cost. Best-sellers are ordered well before publication so they are on the shelf soon after their release. Titles may be purchased in several non-print formats as well, such as books-on-CD, eBooks, MP3 files, etc. In FY 2011, there were approximately 8,000 new circulating items added to the collection for a total adult collection at Noah Webster Library of 104,291 books, 15,264 non-book materials and 4,450 periodicals. Circulating books and non-print materials accounted for 2/3 of the materials budget with the remaining 1/3 spent on reference and online resources.

The growth of non-print formats is stretching the budget. Customers expect the library to provide access to newer electronic formats while continuing to maintain a high-quality print collection. As the community is becoming increasingly diverse, the library's collection needs to meet a wider range of educational, informational and recreational needs. We are committed to keeping this portion of the budget robust in order to meet resident's demands

Social Security: This appropriation is for required federal payments based upon actual wages paid.

COST CENTER: FAXON BRANCH LIBRARY

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$189,051	\$196,010	\$90,800	\$196,010	\$203,881	4.0%
Temporary Payroll	69,293	70,844	32,609	70,844	74,152	4.7%
Education Premium Pay	484	480	204	480	480	
Office Expense	2,943	3,500	2,457	3,500	3,500	
Dues and Travel	30	330		330	330	
Professional Services	750	750		750	750	
Rental/Leases	12,370	12,400	12,370	12,400	12,400	
Library Materials	53,574	53,119	30,110	53,119	53,119	
Social Security	<u>18,293</u>	<u>18,574</u>	<u>8,819</u>	<u>18,574</u>	<u>19,355</u>	4.2%
TOTAL	\$346,788	\$356,007	\$177,369	\$356,007	\$367,967	3.4%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Librarian III	1	1	1	1	1
Library Specialist	1	1	1	1	1
Library Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	3	3	3	3	3

FAXON BRANCH LIBRARY - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The library branch in Elmwood, the Faxon Library, is staffed by 3 full-time positions - a branch manager, a children's specialist and a circulation assistant. The manager is charged with directing the daily activities of the branch and supervising the staff, providing reference and information services, balancing the topics and formats of the collection to meet local needs, and providing programs and Internet resources to enhance the materials collection. The Children's Specialist and Circulation Assistant are responsible for their area of the operation under the supervision of the branch manager and their division head at the main library. The budget maintains the existing staff level and reflects cost-of-living increases and merit increases for positions.

Temporary Payroll: There are approximately eight part-time clerical and page positions in each branch library. The budget maintains the existing staff levels and includes cost-of-living increases for non-minimum wage positions.

Educational Premium Pay: Members of the clerical union are eligible for education attainment payments of \$480 for an Associates Degree or \$780 for a Bachelor's Degree.

The Unique Role of Branch Libraries

Branch libraries provide community-based services designed for people of all ages. Each branch contributes to its neighborhood. The Faxon Branch is pivotal in dealing with the achievement gap - addressing the needs of students and families where resources are scarce, providing computers to help bridge the "digital divide" for those who do not have access to computers at home, and providing family literacy activities like "Mother Goose on the Loose" to help parents understand their vital role in their child's readiness to learn.

With the "Race Matters" series, "Welcome Center" of materials in five different languages, and building on the successful 2010 Census Complete Count activities, Faxon is partnering with schools and organizations to implement a community needs assessment for the top 7 language groups. Funded by a federal Library Services and Technology Act grant, the project will engage diverse groups in identifying their needs, such as improving access to social services and safety information. To further serve community members, Faxon became a Foodshare site this past year.

Office Expense: This appropriation covers the cost of office and library supplies that are needed at each location. (See division budgets at Noah Webster Library for more specific information.)

Dues & Travel: This appropriation is used to pay for workshops and travel for the division. (See Management Division description for detail.)

Professional Services: This appropriation is used to hire presenters for programs open to the public such as author talks, discussions of local theater and art exhibits, film series and lectures on topics of interest.

Rental/Leases: The cost of the library's automated circulation system has been factored into each division's budget, based on the utilization by each. (See Technical Services budget)

Library Materials: This appropriation is for the purchase of library materials, in all formats, for the branch collections. Each branch chooses materials that are geared to the interests of the population in its neighborhood while working closely with the Collection Development Coordinator. See Adult, Teen, and Children's Services budgets for more information.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

COST CENTER: BISHOPS CORNER BRANCH LIBRARY

SUMMARY OF EXPENDITURES						
	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Regular Payroll	\$181,100	\$180,388	\$88,471	\$180,388	\$203,870	13.0%
Temporary Payroll	62,741	69,940	35,062	69,940	72,171	3.2%
Office Expense	3,308	3,500	636	3,500	3,500	
Dues and Travel	172	330		330	330	
Professional Services	300	750	475	750	750	
Rental/Leases	12,370	12,400	12,370	12,400	12,400	
Library Materials	54,943	54,149	34,595	54,149	54,149	
Social Security	<u>17,179</u>	<u>17,297</u>	<u>8,673</u>	<u>17,297</u>	<u>19,074</u>	10.3%
TOTAL	\$332,113	\$338,754	\$180,282	\$338,754	\$366,244	8.1%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Librarian III	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
Library Specialist	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>	<u>2</u>
TOTAL	3	3	3	3	3

BISHOPS CORNER BRANCH LIBRARY - BUDGET AND PROGRAM HIGHLIGHTS

Regular Payroll: The library branch in Bishops Corner is staffed by 3 full-time positions - a branch manager, a children's specialist and a circulation specialist. The manager is charged with directing the daily activities of the branch and supervising the staff, providing reference and information services, balancing the topics and formats of the collection to meet local needs, and providing programs and Internet resources to enhance the materials collection. The children's specialist and circulation specialist are responsible for their area of the operation under the supervision of the branch manager and their division head at the main library. The budget maintains the existing staff level and reflects contractual cost-of-living increases and merit increases. The appropriation for fiscal year 2012 reflects the planned closing of the branch for renovations.

Temporary Payroll: There are approximately 8 part-time clerical and page positions in each branch library. The budget includes cost-of-living increases for non-minimum wage positions.

Bishops Corner Branch Renovations

The Bishops Corner Branch Library/Senior Center is the town's anchor in the Bishops Corner neighborhood. Located on the bus line, adjoining a retail complex on one of the town's busiest intersections, the library is a vital town presence in a busy neighborhood. It is situated across the street from housing for seniors, low-income and disabled, and serves a variety of needs. Renovations will take place through the spring and summer of 2012.

The renovation of the library will provide a streamlined workflow, a more inviting facility, and expanded opportunities to share resources with the senior center. Redesigned space will be flexible to meet community needs as demographic shifts occur. Energy-efficiency upgrades will lower the operating costs while improving lighting, upgrading computer capabilities, and creating a comfortable environment. A relocated computing area will adjoin the existing computer lab, enabling expansion of the number and types of computer classes currently offered, adding new classes such as online job hunting skills, digital photograph management and safe use of social media.

Office Expense: This appropriation covers the cost of office and library supplies that are needed at each location. (See division budgets at Noah Webster Library for more specific information.)

Dues & Travel: This appropriation is used to pay for workshops and travel for the division. (See Management Division description for detail.)

Professional Services: This appropriation is used to fund presentations to the public in the rare instances that we are not able to get them free – author talks, songwriter/performers, etc.

Rental/Leases: The cost of the library's automated circulation system has been factored into each division's budget, based on the utilization by each. (See Technical Services budget for additional information.)

Library Materials: This appropriation is for the purchase of library materials, in all formats, for the branch collections. This includes books, periodicals and newspapers, DVD's and Blu Ray, music CD's, and electronic materials for all ages. Each branch chooses materials that are geared to the interests of the population in its neighborhood while working closely with the Collection Development Coordinator.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

COST CENTER: CHILDREN'S SERVICES

SUMMARY OF EXPENDITURES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$187,763	\$196,359	\$90,669	\$196,359	\$204,231	4.0%
Temporary Payroll	100,684	97,697	53,231	97,697	119,160	22.0%
Overtime	10,526	12,570	3,730	12,570	13,112	4.3%
Office Expense	3,067	3,500	3,022	3,272	3,500	
Dues and Travel	100	340	641	568	340	
Professional Services	1,588	1,500	625	1,500	1,500	
Rental/Leases	10,659	10,000	9,964	10,000	10,000	
Library Materials	51,084	50,591	41,787	50,591	50,591	
Social Security	<u>21,767</u>	<u>20,868</u>	<u>10,621</u>	<u>20,868</u>	<u>22,957</u>	10.0%
TOTAL	\$387,238	\$393,425	\$214,290	\$393,425	\$425,391	8.1%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Librarian III	1	1	1	1	1
Library Specialist	2	2*	2*	2*	1
Library Assistant	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	4	4	4	4	3
* One position was unfunded in fiscal years 2011 and 2012.					

CHILDREN'S SERVICES - BUDGET AND PROGRAM HIGHLIGHTS

Staff are charged with providing reference and information services; maintaining the Children's materials collection by recommending items for purchase; weeding outdated and worn materials; balancing the topics and formats of the collection to meet local needs; providing computerized programs and Internet resources to enhance the materials collection, as well as training in their use; and providing age appropriate educational and recreational programs to highlight these services and resources. Twenty-four preschool story programs are offered weekly; special programs are offered throughout the year, especially during school and summer vacation, when the library runs a summer reading program.

Regular Payroll: The Children's Services Division is staffed by 3 full-time positions at the Noah Webster Library. A Library Specialist position that was vacant and unfunded in fiscal years 2011 and 2012 has been eliminated. The budget reflects merit increases and contractual cost-of-living increases for union positions.

Temporary Payroll: As a result of the vacant position mentioned above, the temporary staff has grown to 9 PT clerical and page positions (3.4 FTE's). The budget provides cost-of-living increases. Clerical positions circulate materials, assist with computer use, and provide patron service to fill out the daily schedule. A part-time Library Specialist runs programs both in- and outside the library as well as providing help with Reader's Advisory and assistance with collection development.

Children's Services Offers a Wide Range of Services to Families

Children's Services sponsors many afterschool and vacation programs as resources for families. There is afterschool Lego, Artists, and a *Fetch* science program on early closing Wednesday afternoons, as well as multi-generational knitting classes and a Book Buddies reading program. Children can attend puppet and magic shows, plays, author visits, science workshops, classes in dance or cartooning, concerts and talent shows. Children's Services partners with the Hartt School, Hartford Children's Theater, Hartford Stage, Westmoor Park, the Connecticut Science Center, and Playhouse on Park to offer programs at the libraries, while the Museum Pass Program offers free entry to twenty museums and attractions for West Hartford families.

Besides holding over 25 preschool reading programs a week, the library holds an annual "Preschool Education Night" where local preschools and agencies dealing with children have an opportunity to meet with families. The library also has a daycare delivery service to families offering licensed home daycare, and offers computer instruction for preschool children.

Overtime (Sunday Hours): This appropriation is used to pay wages for Children's Services staff who work on Sundays. As is the case in Adult Services, when a full-time staff member works, they are paid a differential of \$30 (a contracted amount which has not changed since the 1980's) plus their hourly rate. There are usually two staff assigned for Sunday openings.

Office Expense: This appropriation covers the cost of supplies that are specific to the children's area such as craft supplies that complement program themes and art materials to create room displays.

Dues & Travel: This appropriation is used to pay for travel for the division. Programs and materials are delivered to preschool programs throughout the town - especially for children who might not be taken to the library otherwise.

Professional Services: This appropriation is used to fund presentations to the public in the rare instances that we are not able to get them free – author talks, songwriter/performers, etc.

Rental/Leases: The cost of the library's automated circulation system has been factored into each division's budget, based on the utilization by each. (See the Technical Services budget for details.)

Library Materials: This appropriation is for the purchase and replacement of library materials, in all formats, for the Children's collection at the Noah Webster Library. This includes books, periodicals and newspapers, DVD's and Blu Ray, music CD's, and electronic materials. In 2010-11 approximately 5,000 new items were added to the collection for a total of 27,822 books, 5,686 AV materials, and 344 periodicals. Most of the materials circulate or can be used online at home. Some reference resources reside only in the library as research resources. The children's room is a real destination for many of the town's families. In order to keep the collection up-to-date and purchase materials in sufficient quantities to meet the expectations of West Hartford families, it is imperative to retain this appropriation.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

COST CENTER: TEEN SERVICES

SUMMARY OF EXPENDITURES						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Regular Payroll	\$57,271	\$60,718	\$27,779	\$60,718	\$65,786	8.3%
Temporary Payroll	26,045	31,691	13,211	31,691	30,986	-2.2%
Office Expense	740	1,000	231	1,000	1,000	
Dues and Travel	240	100		100	100	
Professional Services	1,000	1,000	375	1,000	1,000	
Rental/Leases	2,491	2,500	2,491	2,500	2,500	
Library Materials	19,229	18,887	11,259	18,887	18,887	
Social Security	<u>6,268</u>	<u>6,229</u>	<u>3,113</u>	<u>6,229</u>	<u>6,525</u>	4.8%
TOTAL	\$113,284	\$122,125	\$58,459	\$122,125	\$126,784	3.8%

FULL-TIME POSITION SCHEDULE					
	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Librarian I	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1	1	1

TEEN SERVICES - BUDGET AND PROGRAM HIGHLIGHTS

The Librarian I is charged with providing reference and information services; maintaining the teen materials collection by recommending items for purchase; weeding outdated and worn materials; balancing the topics and formats of the collection to meet local needs; providing computerized programs and Internet resources to enhance the materials collection, as well as training in their use; and providing age appropriate educational and recreational programs to highlight these services and resources.

Regular Payroll: The Teen Services Division is staffed by one full-time position at the Noah Webster Library. The budget maintains the existing staff level and reflects the contractual cost-of-living and merit increase for the union position.

Temporary Payroll: There are 3 part-time clerical positions (.9 FTE), in this division. Clerical positions assist with computer use and provide patron service to fill out the weekly schedule.

Office Expense: This appropriation covers the cost of supplies that are specific to the teen area and that complement program offerings. (See Adult Services Division for more detail.)

Professional Services: This appropriation is used to hire presenters for programs open to the public - author talks, songwriter/performers, etc.

Rental/Leases: The cost of the library's automated circulation system has been factored into each division's budget, based on the utilization by each. (See the Technical Services budget.)

Library Materials: This appropriation is for the purchase of library materials, in all formats, for the teen collection at the Noah Webster Library. The Teen Librarian also works with both branch libraries to ensure they have a small collection of materials that are suited for teen patrons. This includes books, periodicals and newspapers, DVD's and Blu Ray, music CD's, and electronic materials. Careful consideration is made of the age appropriateness of materials. For instance, DVDs purchased are rated PG-13 or below. Some of these materials are duplicated in the adult or children's collection - based on the interest and/or reading level of the material.

Social Security: This appropriation is for required federal payments based upon actual wages paid.

***Note:** The Teen Room is not open until 2 pm on school days. This allows the library to maintain minimal staffing and keeps teens from using the library as a place to "skip" school. The room may be used by tutors who have been approved by the West Hartford school system during school hours. Adult Services staff can assist users at times when there is not an assigned staff member in the room.*

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

WEST HARTFORD LIBRARY FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
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Library Grant	\$33,972	\$11,500	\$ 11,500	\$ 10,000
Charges for Services	<u>17,349</u>	<u>15,000</u>	<u>15,000</u>	<u>15,000</u>
Total Revenue & Other Resources	\$51,321	\$26,500	\$ 26,500	\$ 25,000

EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
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Operating Expense	\$21,984	\$13,000	\$ 13,000	\$ 11,500
Office Equipment and Furniture	11,810	5,639	5,639	3,500
Information Technology Equipment	<u>18,322</u>	<u>32,350</u>	<u>32,350</u>	<u>10,000</u>
Total Expenditures	\$52,116	\$50,989	\$ 50,989	\$ 25,000

CHANGE IN FUND BALANCE	(\$ 795)	(\$ 24,489)	(\$ 24,489)	\$
BEGINNING BALANCE	\$ 25,284	\$ 24,489	\$ 24,489	\$
ENDING BALANCE	\$ 24,489	\$	\$	\$

Fund: West Hartford Library Fund
Department: Library

PURPOSE

A budgeted fund used to account for the Connecticard Program which is funded via State grant. Other programs accounted for in this fund include the operation of the library's copiers, which are supported by user charges, as well as other State grants and private foundation grants.

LONG-TERM STRATEGY

This fund maintains a minimal fund balance as grant revenues and charges for service are utilized on an annual basis to fund operating expenditures and capital equipment needed for the libraries.

FUND PERFORMANCE

Five Year History of Operating Results					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Revenues:</u>					
Intergovernmental	\$35,000	\$10,000	\$13,000	\$14,000	\$34,000
Charges for Service	4,000	5,000	16,000	16,000	17,000
Interest Income	1,000				
TOTAL REVENUES	\$40,000	\$15,000	\$29,000	\$30,000	\$51,000
<u>Expenditures:</u>					
Operational	\$28,000	\$ 4,000	\$ 13,000	\$ 7,000	\$ 22,000
Equipment	11,000	1,000	9,000	18,000	30,000
TOTAL EXPENDITURES	\$39,000	\$ 5,000	\$ 22,000	\$ 25,000	\$ 52,000
OPERATING RESULTS	\$1,000	\$10,000	\$ 7,000	\$ 5,000	(\$ 1,000)
FUND BALANCE	\$3,000	\$13,000	\$20,000	\$25,000	\$24,000

REVIEW OF PERFORMANCE

The fund balance in the Library Fund decreased \$1,000 in FY 2011, resulting in a balance of \$24,000 at June 30, 2011.

FISCAL YEAR 2012 OPERATING RESULTS

In fiscal year 2012, it is expected that the fund will earn \$11,500 in intergovernmental revenue and \$15,000 in charges for service revenue. Estimated expenditures total \$50,989 and are comprised of operating expenses (\$13,000), office equipment and furniture (\$5,639) and computer equipment (\$32,350), fully expending fund balance by year-end.

FISCAL YEAR 2013 BUDGET

The fiscal year 2013 budgeted revenue includes copier charge revenue of \$15,000 and a library grant of \$10,000. Budgeted expenditures total \$25,000, comprised of operating expense (\$11,500), office equipment (\$3,500), and computer equipment (\$10,000), resulting in no fund balance as of June 30, 2013.

DEPARTMENT: LIBRARY

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2011-12	Adopted 2012-13
	2009-10	2010-11	2011-12		
<u>GENERAL FUND</u>					
Director of Library Services	1	1	1	1	1
Executive Assistant	1				
Administrative Assistant		1	1	1	1
Librarian I	5	5	5	5	5
Librarian II	1	1	1	1	1
Librarian III	5	5	5	5	5
Library Specialist	6	6*	6*	6*	5
Library Assistant	<u>7</u>	<u>6</u>	<u>6</u>	<u>6</u>	<u>6</u>
TOTAL LIBRARY	26	25	25	25	24

* One Library Specialist position was unfunded in fiscal years 2011 and 2012.

EDUCATION

WEST HARTFORD PUBLIC SCHOOLS

MISSION

To inspire and prepare all students to realize their potential and enhance our global community.

DISTRICT GOALS

Goal One: Advance achievement for all students and reduce disparity between and among groups.

Goal Two: Nurture the intellectual, physical and emotional well being of students and create a safe and respectful learning community where all students are held to high expectations.

Goal Three: Attract, retain and develop high quality staff by providing professional development, resources and appropriate learning environments.

BUDGET SUMMARY EDUCATION SERVICES

	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Education	\$126,386,505	\$132,827,066	\$132,727,066	\$138,769,729	4.5%
TOTAL	\$126,386,505	\$132,827,066	\$132,727,066	\$138,769,729	4.5%

SUMMARY OF REVENUE EDUCATION SERVICES

<u>Revenues</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Education Cost Sharing					
Grant	\$13,912,324	\$16,076,120	\$16,076,120	\$16,996,060	5.7%
School Building Subsidy	622,902	354,004	354,004	218,391	-38.3%
School Transportation					
Grant	<u>354,666</u>	<u>256,289</u>	<u>270,592</u>	<u>236,126</u>	-7.9%
TOTAL	\$14,889,892	\$16,686,413	\$16,700,716	\$17,450,577	4.6%

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NON-DEPARTMENTAL OVERVIEW

This section of the budget contains those program expenditures that are not identified with a specific department for oversight and/or management purposes.

BUDGET SUMMARY NON-DEPARTMENTAL						
	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Wages & Salaries	\$ 79,178	\$ 82,885	\$ 37,813	\$ 83,331	\$ 85,856	3.6%
Operating Expense	7,596,323	8,158,618	4,177,167	8,143,467	8,421,921	3.2%
Fringe Benefits	<u>19,076,229</u>	<u>21,510,832</u>	<u>10,196,236</u>	<u>21,587,195</u>	<u>24,868,368</u>	15.6%
TOTAL	\$26,751,730	\$29,752,335	\$14,411,216	\$29,813,993	\$33,376,145	12.2%

	<u>Authorized Positions</u>			<u>Revised 2011-12</u>	<u>Adopted 2012-13</u>
Full-Time Positions:	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>		
Communication Systems					
Manager	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>	<u>1</u>
TOTAL	1	1	1	1	1

SUMMARY OF EXPENDITURES BY PROGRAM

<u>Program</u>	<u>Actual 2010-11</u>	<u>Adopted 2011-12</u>	<u>Actual 6 Months</u>	<u>Estimated 2011-12</u>	<u>Adopted 2012-13</u>	<u>Percent Change</u>
Probate Court	\$ 30,313	\$ 40,000	\$ 9,149	\$ 40,000	\$ 40,000	
General Fund Contingency		50,000		50,000	25,000	-50.0%
Radio System Maintenance	328,047	351,657	262,388	353,986	377,661	7.4%
Private School Health Services	366,543	413,740		539,461	543,202	31.3%
Paramedic Services	275,075	275,000	138,942	283,000	290,400	5.6%
Revaluation Litigation	4,000	25,000			25,000	
Health District Payment	428,726	429,487	164,744	429,487	453,784	5.7%
Non-Public School						
Transportation	593,959	654,063		604,671	647,263	-1.0%
Employee Benefits						
Contributions	18,078,617	20,386,688	10,193,343	20,386,688	23,646,335	16.0%
Metropolitan District						
Commission	<u>6,646,450</u>	<u>7,126,700</u>	<u>3,642,650</u>	<u>7,126,700</u>	<u>7,327,500</u>	2.8%
Total Department	\$26,751,730	\$29,752,335	\$14,411,216	\$29,813,993	\$33,376,145	12.2%

Probate Court Support:

The Town of West Hartford is liable for payment of administrative expenses for the operation of the Probate Court. Based upon historical experience, these costs are expected to total \$40,000.

General Fund Contingency:

The appropriation for fiscal year 2013 is budgeted for unforeseen expenditures.

Radio System Maintenance:

The cost of maintaining and operating the town-wide radio communications system is \$377,661 for fiscal year 2013, an increase of 7.4% from the current year appropriation. The fiscal year 2013 budget reflects contractual cost-of-living and merit increases (\$3,198), additional radio microwave system maintenance costs (\$19,075) and an appropriation for electric costs (\$3,900) at one of the tower sites.

Private School Services Fund Subsidy:

Included in the fiscal year 2013 budget is a subsidy of \$1,190,465 to the Private School Services Fund and represents the non-reimbursable cost of providing health (\$543,202) and transportation (\$647,263) services to the non-resident and resident children in West Hartford private schools. The subsidy for health services increases \$129,462 due to increased wage and benefit costs for school nurses and a lower reimbursement rate from the State for health services. The subsidy for transportation services decreases \$6,800 due to a contractual cost increase offset by the use of one fewer bus than budgeted in fiscal year 2012.

Paramedic Services:

This service is provided by a private contractor, with medics and ambulances dispatched by the Emergency Response Center. This non-departmental appropriation represents the Town's contractual commitment to provide paramedic services to town residents.

Revaluation Litigation:

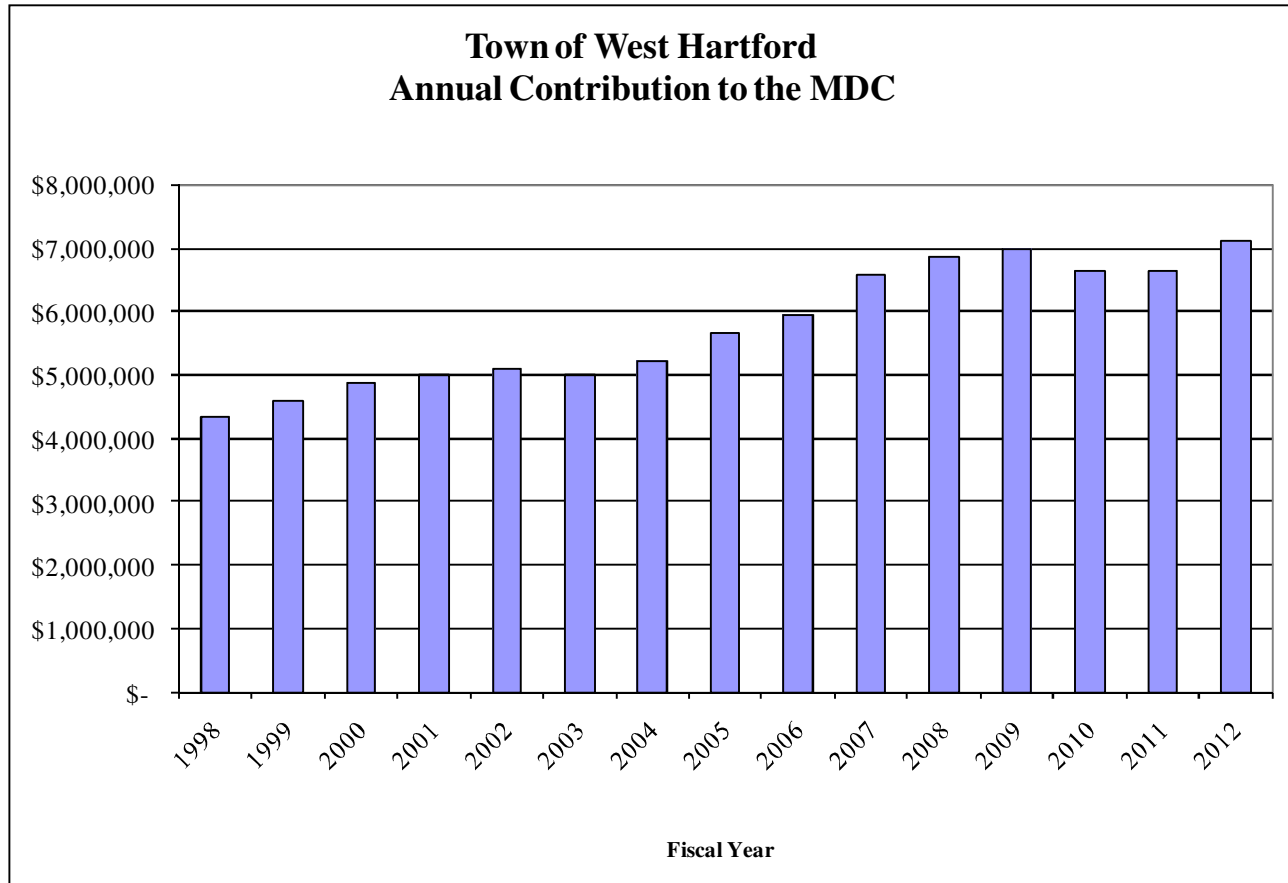
A total of \$25,000 is appropriated in fiscal year 2013 for costs associated with new or pending tax appeals of property assessments.

Health District Payment:

The Town's payment to the West Hartford/Bloomfield Regional Health District (WHBHD) from the General Fund totals \$453,784 for fiscal year 2013, an increase of \$24,297 from the current year due to a change in the prorated cost of the District based upon the 2010 Census. As in prior years, an additional \$100,000 is paid from the CDBG Fund.

Metropolitan District Commission (MDC):

The payment to the MDC, the quasi-governmental agency responsible for sewage treatment and disposal, is based upon the agency's adopted budget and apportioned to the member communities based upon the local property tax levy. The budget for fiscal year 2013 increases \$200,800 or 2.8% from fiscal year 2012. It should be noted that the amount paid by the Town includes no costs related to the Clean Water Project. That cost is being billed directly to water/sewer customers by the MDC. The Town's annual contribution for the past fifteen years is depicted on the graph below.



Employee Benefits Contributions:

This appropriation represents the General Fund's contribution to the Town's Pension Fund and the Risk Management Fund, an internal service fund used to account for the Town's risk management programs: Worker's Compensation, Town Health, Heart and Hypertension, Self-Insured Programs and Insured Programs. The increase in the appropriation is primarily driven by two factors. First, the Town's actuarially determined contribution to the Pension Fund increased from \$11,648,000 in fiscal year 2012 to \$14,167,000 in fiscal year 2013. This contribution is allocated to Town funds and the Board of Education based upon the percentage of covered payroll. Second, the Town continues its commitment to fund its Retiree Health Reserve, which pays for medical care for retirees. The contribution for fiscal year 2013 is \$8,130,000, of which the Town is contributing \$5,622,000 and the Board of Education is contributing \$2,508,000. This represents an increase of \$1,300,000 from the fiscal year 2012 appropriation and reflects the continued increase in the contribution to the reserve fund as required by the long-term financial plan (\$800,000) and the use of revenue from the federal retiree reinsurance program (\$500,000) in fiscal year 2012. More detail on the Pension Fund and Risk Management Fund can be found in the Employee Services departmental section.

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

PRIVATE SCHOOL SERVICES FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Intergovernmental	\$ 661,259	\$ 701,458	\$ 575,007	\$ 623,322
Transfer In	<u>960,502</u>	<u>1,067,803</u>	<u>1,144,132</u>	<u>1,190,465</u>
Total Revenues & Other Resources	\$1,621,761	\$1,769,261	\$1,719,139	\$1,813,787

EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Medical Care Services	\$ 922,645	\$1,034,349	\$1,034,349	\$1,086,405
Non-Public School Transportation	<u>699,114</u>	<u>734,912</u>	<u>684,790</u>	<u>727,382</u>
Total Expenditures & Other Uses	\$1,621,759	\$1,769,261	\$1,719,139	\$1,813,787

CHANGE IN FUND BALANCE	\$	\$	\$	\$
BEGINNING BALANCE	\$	\$	\$	\$
ENDING BALANCE	\$	\$	\$	\$

Fund: Private School Services Fund
Department: Non-Departmental
PURPOSE

A budgeted fund the purpose of which is to account for all services provided by the Town to private and parochial schools in West Hartford. These services include the busing of West Hartford children to private and parochial schools in Town and health services to these schools. The Town receives State grants and a transfer from the General Fund is made each year representing the local costs of the program.

LONG-TERM STRATEGY

This fund maintains a fund balance of zero as funding from State grants and the subsidy from the General Fund are designed to match annual operating expenditures.

FUND PERFORMANCE

Five Year History of Operating Results					
	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>	<u>2011</u>
<u>Revenues:</u>					
Intergovernmental	\$575,000	\$563,000	\$559,000	\$472,000	\$661,000
TOTAL REVENUES	\$575,000	\$563,000	\$559,000	\$472,000	\$661,000
<u>Expenditures:</u>					
Operational	\$1,409,000	\$1,397,000	\$1,410,000	\$1,547,000	\$1,622,000
TOTAL EXPENDITURES	\$1,409,000	\$1,397,000	\$1,410,000	\$1,547,000	\$1,622,000
TRANSFERS FROM OTHER FUNDS	\$ 834,000	\$ 834,000	\$ 851,000	\$1,075,000	\$ 961,000
OPERATING RESULTS	-	-	-	-	-
FUND BALANCE	-	-	-	-	-

REVIEW OF PERFORMANCE

The General Fund costs to support the programs provided by the Private School Services Fund have ranged from \$834,000 in fiscal year 2007 to \$1,075,000 in fiscal year 2010. The reimbursement from the State of Connecticut for health services to non-public schools has been capped due to State budget constraints, resulting in a higher required contribution from the Town.

FISCAL YEAR 2012 OPERATING RESULTS

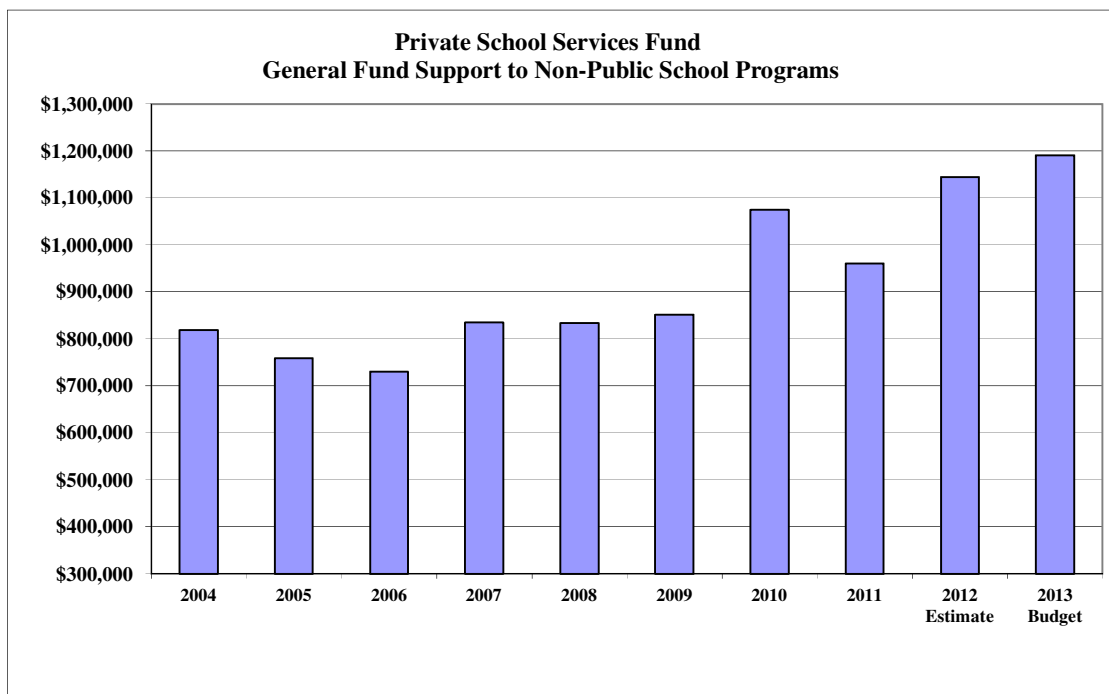
Operating results for the current fiscal year are projected to result in a transfer from the General Fund of \$1,144,132, an increase from the adopted budget due to a lower anticipated State reimbursement rate for the private school health services program.

Fund: Private School Services Fund
Department: Non-Departmental

FISCAL YEAR 2013 BUDGET

Expenditures are projected to increase by \$44,526 in fiscal year 2013. Private school transportation is experiencing an increase in per bus costs under the contract for said services offset by the use of one fewer bus for a savings of (\$7,530). Wages and benefits for school nurses increase \$52,056, due to contractual cost-of-living adjustments. The State grant for transportation services is consistent with the prior year, while the State reimbursement percentage for health services is budgeted at 50%, versus the 80% the Town should receive under existing State statutes.

	Authorized Positions			Revised	Adopted
<u>Full-Time Positions:</u>	<u>2009-10</u>	<u>2010-11</u>	<u>2011-12</u>	<u>2011-12</u>	<u>2012-13</u>
Senior Nurse	1	1	1	1	1
Nurse	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>	<u>8</u>
TOTAL	9	9	9	9	9



TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

BLUE BACK SQUARE FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Rental of Facilities	\$ 17,958	\$ 17,964	\$ 17,964	\$ 17,964
Parking Violation Revenue	100,000			
Interest Income	4,072	6,000	3,000	3,000
Transfer In	<u>2,965,852</u>	<u>2,748,959</u>	<u>2,812,182</u>	<u>3,150,984</u>
Total Revenues & Other Resources	\$ 3,087,882	\$2,772,923	\$2,833,146	\$3,171,948
EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Capital Financing	\$ 3,947,225	\$ 3,943,825	\$ 3,943,825	\$ 3,935,181
Parking Improvements	<u>82,210</u>			
Total Expenditures & Other Uses	\$ 4,029,435	\$ 3,943,825	\$ 3,943,825	\$ 3,935,181
CHANGE IN FUND BALANCE	(\$ 941,553)	(\$ 1,170,902)	(\$ 1,110,679)	(\$ 763,233)
BEGINNING BALANCE	\$ 4,405,398	\$ 3,463,845	\$ 3,463,845	\$ 2,353,166
ENDING BALANCE	\$ 3,463,845	\$ 2,292,943	\$ 2,353,166	\$ 1,589,933

Fund: Blue Back Square Fund
Department: Non-Departmental**PURPOSE**

A fund created to account for the financial activity of the Blue Back Square (BBS) development project. This activity includes capital financing for public improvements and revenues generated from property taxes, Special Services District taxes, and parking operations.

LONG-TERM STRATEGY

The Blue Back Square Fund will fund the debt service on the \$48.82 million in general obligation bonds issued to fund public improvements within the Blue Back Square project. These public improvements included the purchase of two parking garages, renovations to the Town Hall and Noah Webster Library, and public infrastructure improvements. The net revenue generated from the operation of the parking garages and on-street parking and the Special Services District (SSD) taxes levied on the taxable property with the Blue Back Square development, as well as interest income generated within the fund is expected to fund the annual debt service costs.

REVIEW OF PERFORMANCE

In fiscal year 2010, the BBS Capital projects were closed as the development was deemed complete. Remaining balances totaling \$475,437 were transferred to the BBS Fund and added to the reserve for capital projects to be used for maintenance and/or improvements to the garages. In addition, during fiscal year 2010, the Town refunded its long-term debt on the Blue Back Square project to take advantage of a favorable interest environment. This refunding will save the Town \$3,041,867 in debt service over the life of the bonds. As of June 30, 2011, the BBS fund balance totaled \$3,463,845 (inclusive of the Capital Projects Reserve of \$530,782).

FISCAL YEAR 2012 OPERATING RESULTS

The estimate for fiscal year 2012 includes interest income of \$3,000 and rental of facilities of \$17,964. A transfer of \$2,812,182 is expected from the WHC-SSD Fund representing SSD taxes of \$1,714,000 and net proceeds from parking of \$1,098,182. Capital financing expenditures of \$3,943,825 represent interest and principal payments due in fiscal year 2012 on the fund's long-term debt.

FISCAL YEAR 2013 BUDGET

The budget for fiscal year 2013 includes interest income of \$3,000 and rental of facilities of \$17,964. A transfer of \$3,150,984 is expected from the WHC-SSD Fund representing SSD taxes of \$1,714,000 and net proceeds from parking of \$1,436,984. Capital financing expenditures of \$3,935,181 are budgeted and represent interest and principal payments due in fiscal year 2013 on the fund's long-term debt.

TOWN OF WEST HARTFORD

Fiscal Year 2012-2013

BUDGET IN BRIEF

WEST HARTFORD CENTER – SPECIAL SERVICES DISTRICT FUND

REVENUES AND OTHER RESOURCES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Special Services District Tax	\$ 1,700,454	\$1,714,000	\$1,714,000	\$1,714,000
Parking Revenue	2,088,263	2,063,293	2,126,516	2,417,000
Interest Income	<u>4,146</u>	<u>2,000</u>	<u>2,000</u>	<u>2,000</u>
Total Revenues & Other Resources	\$ 3,792,863	\$3,779,293	\$3,842,516	\$4,133,000

EXPENDITURES AND OTHER USES	ACTUAL 2010-2011	ADOPTED 2011-2012	ESTIMATED 2011-2012	ADOPTED 2012-2013
Parking Operations	\$ 827,012	\$ 1,030,334	\$ 1,030,334	\$ 982,016
Transfer Out	<u>2,965,851</u>	<u>2,748,959</u>	<u>2,812,182</u>	<u>3,150,984</u>
Total Expenditures & Other Uses	\$3,792,863	\$3,779,293	\$3,842,516	\$4,133,000

CHANGE IN FUND BALANCE	\$	\$	\$	\$
BEGINNING BALANCE	\$	\$	\$	\$
ENDING BALANCE	\$	\$	\$	\$

Fund: WHC – Special Services District Fund**Department: Non-Departmental****PURPOSE**

A fund created to account for the financial activity of the West Hartford Center Special Services District. The District is responsible for collecting a Special Services District Tax and operation of parking garages and surface lots within the Blue Back Square Development on behalf of the Town, the owner of said facilities. This fund contracts with the Parking Lot Fund to provide such services and pays a management fee to the Parking Lot Fund. Net proceeds of the WHC – Special Services District Fund are transferred to the Town at year-end.

LONG-TERM STRATEGY

This fund will account for activities of the Special Services District, but maintain no fund balance as annual net proceeds are transferred to the Town and deposited in the Blue Back Square Fund.

FISCAL YEAR 2012 OPERATING RESULTS

The fund expects to earn Special Services District Tax of \$1,714,000 for fiscal year 2012. In addition, with parking revenue and interest income estimated at \$2,128,516 and a related management fee of \$1,030,334, the fund expects to transfer \$2,812,182 to the BBS Fund.

FISCAL YEAR 2013 BUDGET

The budget for fiscal year 2013 assumes Special Services District taxes of \$1,714,000 and parking revenue and interest income of \$2,419,000. The WHC-SSD Fund contracts with the Parking Lot Fund for the daily operations of the parking facilities with an estimated cost of \$982,016. These assumptions result in a net transfer to the BBS Fund of \$3,150,984 for fiscal year 2013.

Fund: WHC – Special Services District Fund
Department: Non-Departmental
SUMMARY OF REVENUES

<u>Revenues</u>	<u>Actual</u> <u>2010-11</u>	<u>Adopted</u> <u>2011-12</u>	<u>Actual</u> <u>6 Months</u>	<u>Estimated</u> <u>2011-12</u>	<u>Adopted</u> <u>2012-13</u>	<u>Percent</u> <u>Change</u>
Blue Back SSD Tax	\$1,700,454	\$1,714,000	\$	\$1,714,000	\$1,714,000	
Town Hall Lot	43,331		23,955	50,000	45,000	
Blue Back South Garage	567,807	580,000	272,501	565,000	593,000	2.2%
Blue Back North Garage	648,796	645,167	322,392	650,000	682,000	5.7%
Meter Collection	419,038	425,329	210,655	415,019	430,000	1.1%
Validation Parking	178,432	137,167	98,514	200,000	210,000	53.1%
Permit Parking	230,859	275,630	129,055	246,497	257,000	-6.8%
Parking Violations					200,000	
Interest Income	<u>4,146</u>	<u>2,000</u>	<u></u>	<u>2,000</u>	<u>2,000</u>	
TOTAL	\$3,792,863	\$3,779,293	\$1,057,072	\$3,842,516	\$4,133,000	9.4%

DEPARTMENT: NON-DEPARTMENTAL

FULL-TIME POSITION SCHEDULE

POSITION	Authorized Positions			Revised 2011-12	Adopted 2012-13
	2009-10	2010-11	2011-12		
<u>GENERAL FUND</u>					
Communications System Manager	$\frac{1}{1}$	$\frac{1}{1}$	$\frac{1}{1}$	$\frac{1}{1}$	$\frac{1}{1}$
TOTAL GENERAL FUND	1	1	1	1	1
<u>PRIVATE SCHOOL HEALTH</u>					
Senior Nurse	1	1	1	1	1
School Nurse	$\frac{8}{9}$	$\frac{8}{9}$	$\frac{8}{9}$	$\frac{8}{9}$	$\frac{8}{9}$
TOTAL PRIVATE SCHOOL SERVICES FUND	9	9	9	9	9
TOTAL NON-DEPARTMENTAL – ALL FUNDS	10	10	10	10	10